



**City Council
Successor Redevelopment Agency
Financing Authority
Housing Authority**

AGENDA

Wednesday

Regular

Regular Session 6:00 p.m.

July 17, 2013

**City Hall
100 West California Avenue
Ridgecrest CA 93555**

(760) 499-5000

**Daniel O. Clark, Mayor
Jason Patin, Mayor Pro Tempore
Marshall 'Chip' Holloway, Vice Mayor
James Sanders, Council Member
Lori Acton, Council Member**

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LAST ORDINANCE NO. 13-02
LAST RESOLUTION CITY COUNCIL NO. 13-40
LAST RESOLUTION FINANCING AUTHORITY NO. 13-xx
LAST RESOLUTION OF THE HOUSING AUTHORITY NO. 13-xx
LAST RESOLUTION OF THE SUCCESSOR REDEVELOPMENT AGENCY NO. 13-xx

CITY OF RIDGECREST

CITY COUNCIL REDEVELOPMENT SUCCESSOR AGENCY HOUSING AUTHORITY FINANCING AUTHORITY

AGENDA

Regular Council
Wednesday July 17, 2013

CITY COUNCIL CHAMBERS CITY HALL
100 West California Avenue
Ridgecrest, CA 93555

Regular Session – 6:00 p.m.

This meeting room is wheelchair accessible. Accommodations and access to City meetings for people with other handicaps may be requested of the City Clerk (499-5002) five working days in advance of the meeting.

In compliance with SB 343. City Council Agenda and corresponding writings of open session items are available for public inspection at the following locations:

1. City of Ridgecrest City Hall, 100 W. California Ave., Ridgecrest, CA 93555
2. Kern County Library – Ridgecrest Branch, 131 E. Las Flores Avenue, Ridgecrest, CA 93555
3. City of Ridgecrest official website at <http://ci.ridgecrest.ca.us>

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

REGULAR SESSION – 6:00 p.m.

- Pledge Of Allegiance
- Invocation

AGENDA - CITY COUNCIL - REGULAR

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CITY ATTORNEY REPORT

PUBLIC COMMENT

PRESENTATIONS

1. Employee of the Month Clark

CONSENT CALENDAR

2. Approve A Resolution Authorizing The City Clerk To Place The Sewer Fee Increase On The Tax Rolls Speer
3. Approve A Resolution Authorizing The City Manager, Dennis Speer, To Sign A Deferred Lien Agreement With Neil Christman For The South Warner Street Improvements Fronting The Remainder Parcel Of Tentative Tract Map 6221 Speer
4. Approve A Resolution Of The City Council Of The City Of Ridgecrest Authorizing The City Manager, Dennis Speer, To Sign A Deferred Lien Agreement For South Downs Street Improvements Fronting The Ridgecrest Charter School Speer
5. Approve A Resolution To Approve A Professional Services Agreement With Willdan Engineering For The Preliminary Engineering Of A Traffic Signal At China Lake Boulevard And Bowman Road And Authorize The City Manager, Dennis Speer, To Execute This Agreement Contingent Upon The City Attorney's Review And Approval Of The Agreement Speer
6. Approve A Resolution To Approve A Professional Service Agreement With, Willdan Engineering For The Preliminary Engineering Of Twelve Intersections For Signing And Striping At Various Locations And Authorize The City Manager, Dennis Speer, To Execute This Agreement Contingent Upon The City Attorney's Review And Approval Of The Agreement Speer
7. Approve A Resolution To Approve A Professional Service Agreement With Willdan Engineering For The Preliminary Engineering Of Seven Traffic Signal Modifications And Traffic Signal Timing At Various Locations And Authorize The City Manager, Dennis Speer, To Execute This Agreement Contingent Upon The City Attorney's Review And Approval Of The Agreement Speer

AGENDA - CITY COUNCIL - REGULAR

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8. Approve A Resolution To Approve A Professional Services Agreement With Willdan Engineering For The Preliminary Engineering Of Drummond Avenue Widening Project Between Downs Street And Inyo Street And Authorize The City Manager, Dennis Speer, To Execute This Agreement Contingent Upon The City Attorney's Review And Approval Of The Agreement Speer
9. Approve A Resolution To Approve A Professional Services Agreement With Willdan Engineering For The Preliminary Engineering Of Street Surface Improvement Design On South China Lake Boulevard From Upjohn Avenue To Bowman Road And Authorize The City Manager, Dennis Speer, To Execute This Agreement Contingent Upon The City Attorney's Review And Approval Of The Agreement Speer
10. Approve A Resolution To Approve The Allocation Request For Public Transportation Modernization, Improvement And Service Enhancement Program (PTMISEA) Or Proposition 1b Funds To Purchase A New Security Gate And Authorize The City Manager, Dennis Speer, To Sign The Allocation Request And Accept The Funding Speer
11. Approve A Resolution Supporting The "50th Anniversary Parade" Strand
12. Approve A Resolution Authorizing The Application For And Acceptance Of The United States Department Of Justice, Byrne Program Grant Strand
13. Approve A Resolution Of The Ridgecrest City Council Increasing The Witness Fee Deposit For Police Officers Strand
14. Approve A Resolution Supporting The Parade Of 1000 Flags Ford
15. Approval Of Draft Minutes Of The Regular Council Meeting Dated May 15, 2013 Ford

ORDINANCES

16. Adopt Ordinance No. 13-03, An Ordinance Of The City Council Of The City Of Ridgecrest Adopting Zoning Text Amendment No. 12-01, By Amending The Zoning Ordinance Definition Of "Family" As Follows: "Family" Shall Mean An Individual, Or Two (2) Or More Persons Related By Blood Or Marriage Or Legal Adoption, Or A Group Not To Exceed Six (6) Persons (Excluding Servants) Living Together As A Single Housekeeping Unit In A Dwelling Unit. Applicant: City Of Ridgecrest Planning Department
Alexander

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DISCUSSION AND OTHER ACTION ITEMS

17. Discussion And Appointments Of 2 Members To The Measure 'L' Citizens Advisory Committee For The Term Of Four Years **Speer**

COMMITTEE REPORTS

City Organization

Members: Dan Clark, Jim Sanders
Meeting: 3rd Tuesday Of The Month At 5:00 P.M.; Council Conference Room
Next Meeting: August 20, 2013

Community Development Committee

Members: Jason Patin, Chip Holloway
Meetings: 1st Thursday Of The Month At 5:00 P.M.; Council Conference Room
Next Meeting: August 1, 2013

Infrastructure Committee

Members: Dan Clark, Jason Patin
Meeting: 2nd Wednesday Of The Month At 5:00 P.M., Council Conference Room
Next Meeting: August 14, 2013

Quality Of Life

Members: Chip Holloway, Lori Acton
Meeting: 2nd Thursday Of The Month At 5:00 P.M.; Kerr-McGee Center
Next Meeting: August 8, 2013 (Dark in June, July, December, and January)

Activate Community Talents And Interventions For Optimal Neighborhoods Task Force (ACTION)

Members: Jim Sanders, Jason Patin
Meetings: 3rd Tuesday of the Month at 4:00 P.M., Kerr-McGee Center
Next Meeting: August 20, 2013

Veterans Advisory Committee

Members: Jason Patin, Lori Acton
Meetings: 1st and 3rd Monday of the Month At 6:00 p.m., Council Conference Room
Next Meeting: August 5, 2013

Ridgecrest Area Convention And Visitors Bureau (RACVB)

Members: Jason Patin, Chip Holloway
Meetings: 1st Wednesday Of The Month, 8:00 A.M.
Next Meeting: August 7, 2013 at location to be announced

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OTHER COMMITTEES, BOARDS, OR COMMISSIONS

CITY MANAGER REPORT

MAYOR AND COUNCIL COMMENTS

ADJOURNMENT

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT: Presentation Of the Employee of the Month Award
PRESENTED BY: Dan Clark - Mayor
SUMMARY: Staff implemented an Employee of the Month awards program where recipients of the award are nominated and chosen by their peers. Council will take the opportunity to publicly recognize and extend their appreciation to the selected employee for exceptional service.
FISCAL IMPACT: No Fiscal Impact Reviewed by Finance Director
ACTION REQUESTED: Presentation of a Certificate from Council to the Employee of the Month
CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION: Action as requested: Present a recognition certificate to the Employee of the Month

Submitted by: Dan Clark
(Rev. 02/13/12)

Action Date: July 17, 2013

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

A Resolution of the Ridgecrest City Council to levy and collect sewer fees on the General tax rolls for Fiscal Year 2013-2014.

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The City Council will direct the City Clerk to furnish the Kern County Board of Supervisors and the County Auditor with a description of each parcel against which the subject charge is billed the amount of each charge is based on the Prop 218 hearing passed on June 5, 2013. The rates have been established for the next five years. This report shall be furnished on or before August 10, 2013.

The Council will also direct City Staff to bill and collect service charges for those properties whose status is tax exempt and not on the County tax rolls.

FISCAL IMPACT:

Reviewed by Finance Director

ACTION REQUESTED:

Adopt A Resolution of the Ridgecrest City Council to levy and collect sewer fees on the General tax rolls for Fiscal Year 2013-2014.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Adopt A Resolution of the Ridgecrest City Council to levy and collect sewer fees on the General tax rolls for Fiscal Year 2013-2014

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RESOLUTION NO. 13-

A RESOLUTION OF THE RIDGECREST CITY COUNCIL TO LEVY AND COLLECT SEWER FEES ON THE GENERAL TAX ROLLS FOR FISCAL YEAR 2013-2014.

WHEREAS, the City Council of the City of Ridgecrest resolves that the City Clerk shall furnish the Kern County Board of Supervisors and the County Auditor with a description of each parcel against which the subject charge is billed and the amount of each charge. This report shall be furnished on or before August 10, 2013; and

WHEREAS, these fees have been established for the next five years; and

WHEREAS, **The Board of Supervisors and the County Tax Collector** are hereby requested to levy and collect the charge as a part of the annual General County Tax Bill; and

WHEREAS, City Staff is hereby directed to bill and collect service charges for those properties whose status is tax exempt and not on the County tax rolls.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest adopts a resolution to levy and collect sewer fees on the General Tax Rolls for Fiscal Year 2013-2014.

APPROVED AND ADOPTED this 17th day of July, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jason Patin, Vice Mayor

ATTEST

Rachel J. Ford, CMC
City Clerk

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CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM

SUBJECT: A Resolution Authorizing The City Manager, Dennis Speer, To Sign A Deferred Lien Agreement With Neil Christman For the South Warner Street Improvements Fronting The Remainder Parcel Of Tentative Tract Map 6221

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

Tentative Tract Map 6221, phased into units A, B, and C, was originally approved by the Planning Commission on November 18, 2003. There have been subsequent time extensions. Conditions of Approval numbers 7 and 8.b., called for street improvements on South Warner Avenue as a part of the tract development improvements. Mr. Christman pleaded his case that the South Warner Avenue street improvements were not warranted at that time due to the lack of adjacent improvements. As a result, the Planning Commission added a further condition Number 16 which required the City Council to determine a mechanism to develop the Warner Avenue street improvements.

Mr. Christman is currently planning on finishing the improvements to Unit B and is requesting approval of final Tract Map 6221, Unit B. Tract 6221 is eligible for one more year time extension. Mr. Christman, however, indicated that he has plans to let Tract 6221, Unit C map expire and revert back to acreage. It is therefore necessary to financially secure the improvements to Warner Avenue prior to the approval of the final map for Unit B.

Mr. Christman has requested to defer the improvements on South Warner Avenue by entering into a deferred lien agreement be placed upon the remainder parcel of Tract 6221. The Ridgecrest Municipal Code, Chapter 19, Subdivisions, requires bonding or cash as improvement securities for land divisions. Chapters 14 and 20 of the Municipal code offer lien agreements to builders of in-fill developments if improvements cannot be finished at the time of request for occupancy or if the topography of an area would not permit the improvements to be constructed. Mr. Christman's request was brought before the Infrastructure Committee on June 10th. The Committee approved Mr. Christman's request to be brought forth to the City Council for consideration.

It is staff's recommendation that the deferred lien agreement be considered by City Council for use on remainder parcels of subdivisions where permanent improvements may not be warranted due to underdevelopment in the area or topographical conditions preclude timely or reasonable construction as determined by the Public Works Director.

FISCAL IMPACT: No impact to the city. All cost to be borne by the developer.

Reviewed by Finance Director

ACTION REQUESTED:

Adopt A Resolution that Authorizes The City Manager, Dennis Speer, To Sign A Deferred Lien Agreement With Neil Christman For the South Warner Street Improvements Fronting The Remainder Parcel Of Tentative Tract Map 6221

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Approve resolution as submitted

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RESOLUTION NO. 13-XX

A RESOLUTION AUTHORIZING THE CITY MANAGER, DENNIS SPEER, TO SIGN A DEFERRED LIEN AGREEMENT WITH NEIL CHRISTMAN FOR THE SOUTH WARNER STREET IMPROVEMENTS FRONTING THE REMAINDER PARCEL OF TENTATIVE TRACT MAP 6221

WHEREAS, on May 28, 2013, Mr. Neil Christman made a formal request for deferring street improvements to Warner Street as required in Tentative Tract Map 6221 Conditions of Approval, and

WHEREAS, condition Number 16 of the Conditions of Approval was added by the Planning Commission; requesting, *“The mechanism for development of Warner easement to be determined by the Ridgecrest City Council”*, and

WHEREAS, Mr. Christman presented his request to the Infrastructure Committee on June 10, 2013 for City Council consideration, and

WHEREAS, the Infrastructure Committee agreed with the proposal to defer the improvements and that the request could be brought before the City Council for consideration and action.

Now, Therefore, Be It Resolved that The City Council of the City of Ridgecrest hereby authorizes the City Manager, Dennis Speer, to sign a deferred lien agreement with Neil Christman for street improvements to the South Warner Avenue Improvements to be attached to the parcel(s) identified as the remainder parcel of Tentative Tract Map 6221 and direct the City Clerk to record the agreement with the County Recorder’s Office.

APPROVED AND ADOPTED this 17th day of July 2013, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC, City Clerk

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Recording Requested By

When Recorded Mail To

City Clerk
City of Ridgecrest
100 W. California Ave.
Ridgecrest, CA 93555

SPACE ABOVE FOR RECORDER'S USE ONLY

DEFERRED IMPROVEMENT AGREEMENT

1. **Parties.** The City of Ridgecrest, a municipal corporation hereinafter called "City," and, **NAME** hereinafter called "Developer," MUTUALLY PROMISE AND AGREE AS FOLLOWS:
2. **Purposes.** The applicable codes, rules, and regulations of the City and the laws of the state of California require that the Developer provide and construct certain designated improvements as hereinafter described as a condition precedent to City approval of the proposed development. From time to time, it is mutually advantageous to both the City and the Developer that the actual construction of such improvements be deferred until a later date. It is the purpose and intent of this Agreement to allow and provide for the deferment and guarantee of the construction of the improvements set forth in Exhibit "B" (hereinafter known as ("PROJECT") by the Developer in the manner as hereinafter specified.
3. **Request to Proceed & Plans.** Developer shall construct the (PROJECT) pursuant to Exhibit "B", and including its curb, gutter sidewalk, streetlights, and paving to ten feet (10 ft) beyond street centerline. Within forty-five (45) days after the City makes a written request, Developer shall prepare and submit plans to the City Engineer for review and approval, provided that the City may require Developer to prepare and submit such plans for review prior to execution of this Agreement.
4. **Bonds**
 - a. Developer shall deposit with the City, after receipt a notice to proceed with the design of the deferred improvements by the City in accordance with Paragraph 3, and prior to the commencement of the work herein, a cash deposit of not less than Five Hundred Dollars (\$500.00) and a certified or cashier's check, or in lieu thereof, an acceptable corporate surety bond or instrument of credit, which together total the estimated cost of the work and which will guarantee the faithful performance of the work and repair of any defects in the improvements which occur within one (1) year after the work as deemed complete by the City.
 - b. Developer shall also provide additional security in the form of a certified or cashier's check, or in lieu thereof, an acceptable corporate surety bond or instrument of credit for the total estimated cost of the work. If the Developer or his/her subcontractors fail to pay any of the persons or entities contemplated by Section 3181 of the Civil Code of the State of California, or amounts due under the Unemployment Insurance Code, with respect to work, labor, the rental of equipment or materials furnished by a claimant contemplated by in Civil Code Section 3181, the City may use any and all funds deposited under this subsection in the form of cash or an instrument of credit to pay such persons legally entitled thereto. If a corporate surety bond is posted with the City, such bond shall contain language binding the surety to pay for labor and materials remaining unpaid.

- c. In the event the City prevails in an action upon any bond posted under Paragraph 4, the City shall be entitled to reasonable attorney's fees to be determined by the Court.
- 5. Inspections Fees.** Prior to commencement of the work herein, Developer shall pay to the City a cash amount for the inspection of the work and checking and testing of the materials used in connection therewith. The amount shall be set forth in the Resolution of Fees & Charges for Various Municipal Services.
- 6. Lien.**
 - a. In the event of Developer's default in performance of the obligations specified herein, City may elect to construct the improvements specified herein. Should City elect to take such curative steps, it shall serve written notice of its intent to enter the property subject to this Agreement for this purpose. Such notice shall be served personally, or by certified mail, return receipt requested, upon the owner(s) of the property subject to this Agreement at the last known address of such owner(s) or at such address as shown on the tax rolls, at least twenty (20) days in advance of the date when City intends to enter the property for the purpose of constructing the improvement required by this Agreement.
 - b. City may perform such work or cause the construction of such work as it considers reasonably necessary and proper to fulfill the obligations for construction of improvements pursuant to this Agreement. City may act either through its own employees or through an independent contractor. In either event, the performance of such work shall be at the sole expense of the Developer and/or the property owner(s) of the parcels. All expenses and administrative costs incurred by the City in constructing the improvements required by this Agreement shall constitute a lien upon the property. The lien shall attach to all parcels of the real property described in Exhibit "A."
 - c. The lien shall be the cost incurred by the City in constructing the required improvements, which cost shall include all administrative costs associated with such construction and enforcement of this obligation. At this time, the estimated amount of the lien is _____ per parcel. The City reserves the right to adjust the lien amount to reflect the actual cost incurred.
 - d. Property owners for each named parcel owned by them and each successor owner of a named parcel vest in and delegate to City or its duly authorized representatives the right and power to bring all actions at law or lien foreclosures against Developer and any owner for the collection of the cost for installing the required improvements, and waive any objection to the enforcement thereof. Any lien arising pursuant to this paragraph must be enforced by trustee sale of the parcel(s) under the lien foreclosure provisions of the California Civil Code.
- 7. Acceptance.** At such time as the improvements are constructed to City Standards and conform to the plans on file in the City Engineering and Transportation Department, and subject to the inspection and approval of the City Engineer or his/her authorized representative, the City shall accept the public improvements for maintenance, provided that the easement or fee title to such real property upon which the public improvements are situated has been accepted by the City.
- 8. Time.** This Agreement will expire only after completion of and City acceptance of the improvements specified in Paragraph 3, above, or upon the mutual written consent of both the Developer and the City.
- 9. No Waiver by City.** Inspection of the work and/or materials, or approval of work and/or materials inspected, or statement by an officer, agent, or employee of the City indicating the work or any part thereof complies with the requirements of this Agreement, or acceptance of the whole or any part of said work and/or materials, or payments therefor, or any combination or all of these acts, shall not relieve the Developer of his/her obligation to fulfill this agreement as prescribed herein, nor shall the City be thereby stopped from bringing any action for damages arising from the failure to comply with any of the terms and conditions thereof.

10. Indemnity. Developer shall hold harmless indemnify and defend the indemnitees from the liabilities as defined in this section:

- a. The indemnitees benefited and protected by the promise are the City, its appointed councils, boards, commissions, council members, officers, agents, and employees.
- b. The liabilities protected against are any liability or claim for damage of any kind allegedly suffered, incurred, or threatened because of actions defined below and including personal injury, death, property damage, inverse condemnation, or any combination of these, and regardless of whether or not such liability, claim, or damage was unforeseeable at any time before City approved the improvement plan or accepted improvements as completed, and including the defense of any suit(s), action(s), or other proceeding(s) concerning these.
- c. The actions causing liability are any act or omission (negligent or non-negligent) in connection with the matters covered by the Agreement and attributable to the Developer, contractor, subcontractor, or any officer, agent, or employee of one (1) or more of them. The indemnification in this section is not conditioned or dependent on whether or not any indemnitees have prepared, supplied, or approved any plan(s) or specifications(s) in connection with the work or subdivision, or has insurance or other indemnification covering any of these matters.
- d. Certificate of Insurance/Additional Insured Endorsement – Developer, at its own expense, shall procure and maintain in full force at all times during the term of this Agreement, the following insurance, which shall be provided on an occurrence basis:

(1) Comprehensive Liability and Broad Form Comprehensive Liability: Developer shall maintain limits of no less than:

General Liability: One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, Developer shall procure and maintain a limit of liability of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage.

(2) Other Insurance Provisions. The Policies are to contain, or be endorsed to contain, the following provisions:

(a) General Liability Coverages

(i) The City, its council members, officers, officials, employees, agents, and volunteers are to be covered as insureds as respects: Liability arising out of activities performed by or on behalf of the Developer and completed operations of Developer of premises owned, occupied, or used by Developer, the coverage shall contain no special limitations on the scope or protection afforded to the City, its council members, officers, officials, employees, agents, or volunteers.

(ii) The Developer's insurance coverage shall be primary insurance as respects the City, its council members, officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its council members, officers, officials, employees, agents, or volunteers in excess of Developer's insurance shall not contribute with it.

(iii) Any failure to comply with the reporting provisions of the policy shall not affect the coverage provided to City, its council members, officers, officials, employees, agents, or volunteers.

The aforementioned policies shall be issued by an insurance carrier having a rating of Best A-7 or better, which is satisfactory to the City Attorney, and shall be delivered to the City at the time of the execution of the Agreement or as provided below. In lieu of actual delivery of such policies, a certificate issued by the issuance carrier showing such policy to be in force

for the period covered by the Agreement may be delivered to the City. Such policies and such certificate(s) shall be in a form approved by the City Attorney; the policies mentioned in this subsection shall name the City as an additional insured and provide for thirty days' notice of cancellation to the City. Said policy shall neither be canceled earlier, nor the amount of coverage reduced earlier, than thirty days after the City received notices from the insurer of the intent of cancellation or reduction.

The Developer's insurance obligation, as set forth herein, may be satisfied by receipt of the required certificate(s) of insurance from the contractor retained by Developer to perform the work required by this Agreement at the time of application for an encroachment permit. The Certificate of Insurance shall contain all of the same protections for the City specified above.

e. Developer covenants that he/she will insure himself/herself against liability for Workers' Compensation pursuant to the provisions of the applicable sections of the California Labor Code. Developer shall at all times, upon demand of the City Council or its properly authorized agent, furnish proof that Workers' Compensation Insurance is being maintained by him/she in force and effect in accordance with said Labor Code provisions.

11. Heir, Successors & Assigns. This Agreement shall be binding on the heirs, successors, and assigns of the parties hereto, and Developer shall furnish any successors, assigns, or purchasers of any part or all of the real property described in Exhibit "A" with a copy of this Agreement; provided, however, that Developer's failure, or that of any other person, to so furnish such copy shall in no way prejudice the rights of the City to require performance under this Agreement.

12. Time of Essence. Time is of the essence in the performance of the construction of the improvements required herein after receipt of notice to proceed per Paragraph 3 of this Agreement.

13. Notice. Notice as given by each party to this Agreement shall be given to the other party at the address given below:

To City: City Manager/ Public Works Director
100 W. California Avenue
Ridgecrest, CA 93555

To Developer: NAME
ADDRESS
RIDGECREST, CA 93555

Notice shall be deemed effectively served upon deposit in the United States mail with first class postage affixed thereto.

14. Attorney Fees. In the event that it becomes necessary for either party to bring a lawsuit to enforce any of the provisions of the Agreement, the parties agree that a court of competent jurisdiction may determine and fix a reasonable attorney's fee to be paid the prevailing party.

15. Run with Land and Recordation. This Agreement shall run with the land. The City shall cause the Agreement to be recorded with the County Recorders of Kern County, and a copy will be provided to the Developer.

RECOMMENDED BY:

CITY OF RIDGECREST, a municipal corporation

By _____
City Engineer

BY _____
City Manager

DEVELOPER

By _____
NAME

APPROVED AS TO FORM:

BY _____
City Attorney

Acknowledgement

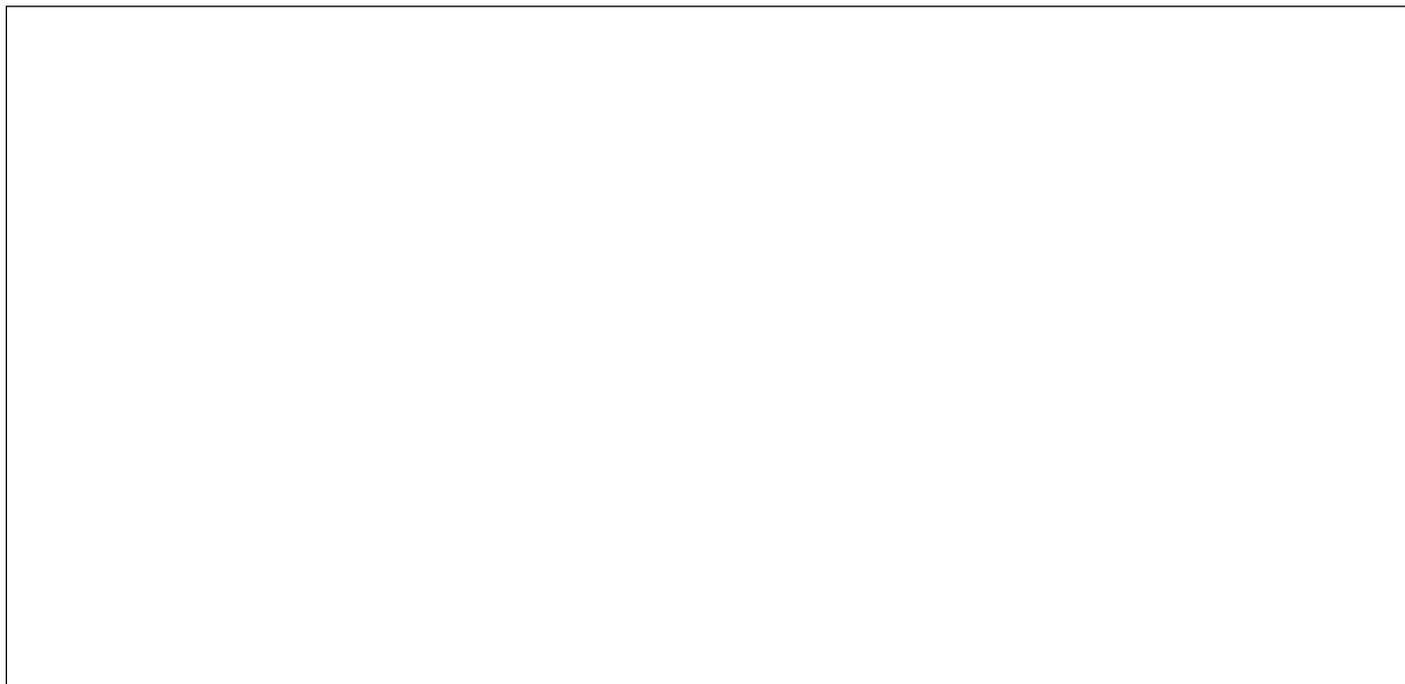
State of California
County of Kern

On _____ before me, _____ City Clerk, personally appeared _____ of the City of Ridgecrest personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument

WITNESS my hand official seal.

Signature _____
City Clerk

NOTE TO DEVELOPER: (1) Execute acknowledgement form below; and (2) if a corporation attach a resolution of the Board of Directors authorizing execution of this contract and of the bonds required hereby, together with appropriate corporate acknowledgement form.

A large, empty rectangular box with a thin black border, intended for the user to provide the acknowledgement form and resolution as instructed in the text above.

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT: A Resolution Authorizing The City Manager, Dennis Speer, To Sign A Deferred Lien Agreement For The Downs Street Improvements Fronting The Ridgecrest Charter School

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

Originally, a Conditional Use Permit was approved for a Church by the Planning Commission for the property. Conditions of Approval called for street improvements and power pole relocation on South Downs Street as required by the Municipal Code. The improvements were not constructed and the parcel was sold by the church to the Ridgecrest Charter School.

The Ridgecrest Charter School is currently planning on adding two additional mobile class rooms to the site. A building permit is required to be issued for the structures and thus street improvements are required per Chapter 20, Zoning, Section 20-3.20 of the Municipal Code.

The Ridgecrest Charter School Board of Directors has requested to defer the power pole relocation and street improvements on South Downs Avenue by entering into a deferred lien agreement to be placed upon the school property. The Ridgecrest Municipal Code, Chapter 14, Streets, Section 14-2.33 requires the improvements to be completed or construction guaranteed by a lien agreement or improvement security in the form of cash or bond.

The Ridgecrest Charter School request was brought before the Infrastructure Committee on June 10, 2013 and the Committee approved the request to be brought forth to the City Council for consideration. It is staff's recommendation that the deferred lien agreement be considered by City Council for use on the school property where permanent improvements cannot be constructed due to the conflict of the existing power poles.

FISCAL IMPACT:

No impact to the city. All cost to be borne by the Charter School.

Reviewed by Finance Director

ACTION REQUESTED:

Adopt A Resolution that Authorizes The City Manager, Dennis Speer, To Sign A Deferred Lien Agreement For the South Downs Street Improvements Fronting The Ridgecrest Charter School.

Submitted by: Loren Culp
(Rev. 02/13/12)

Action Date: July 17, 2013

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RESOLUTION NO. 13-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST
AUTHORIZING THE CITY MANAGER, DENNIS SPEER, TO SIGN A
DEFERRED LIEN AGREEMENT FOR SOUTH DOWNS STREET
IMPROVEMENTS FRONTING THE RIDGECREST CHARTER SCHOOL**

Whereas, on June 10, 2013, Mr. Don Baker, Business Manager for the Ridgecrest Charter School, made a formal request on behalf of the Charter School Board of Directors for deferring SCE power pole relocation and street improvements to South Downs Street as required in Conditional Use Permit 01-14 Conditions of Approval, and

Whereas, Mr. Baker presented his request to the Infrastructure Committee on June 10, 2013 for City Council consideration,

Whereas, Chapters 14 and 20 of the Municipal code offer lien agreements to builders of in-fill developments if improvements cannot be finished at the time of request for occupancy or if the topography of an area would not permit the improvements to be constructed, and

Whereas, the permanent street improvements cannot be constructed for safe use by the public due to the conflict of the existing SCE power poles, and

Whereas, the Infrastructure Committee agreed with the proposal to defer the improvements and that the request could be brought before the City Council for consideration and action.

Now, Therefore, Be It Resolved that The City Council of the City of Ridgecrest hereby authorizes the City Manager, Dennis Speer, to sign a deferred lien agreement with the Ridgecrest Charter School for SCE power pole relocation and street improvements to South Downs Street to be attached to the parcel identified as 325 S. Downs Street, APN 508-020-14, and direct the City Clerk to record the agreement with the County Recorder's Office.

APPROVED AND ADOPTED this 17th day of July 2013, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC, City Clerk

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Recording Requested By

When Recorded Mail To

City Clerk
City of Ridgecrest
100 W. California Ave.
Ridgecrest, CA 93555

SPACE ABOVE FOR RECORDER'S USE ONLY

DEFERRED IMPROVEMENT AGREEMENT

1. **Parties.** The City of Ridgecrest, a municipal corporation hereinafter called "City," and ~~Neil Christman,~~ **NAME** hereinafter called "Developer," MUTUALLY PROMISE AND AGREE AS FOLLOWS:
2. **Purposes.** The applicable codes, rules, and regulations of the City and the laws of the state of California require that the Developer provide and construct certain designated improvements as hereinafter described as a condition precedent to City approval of the proposed development. From time to time, it is mutually advantageous to both the City and the Developer that the actual construction of such improvements be deferred until a later date. It is the purpose and intent of this Agreement to allow and provide for the deferment and guarantee of the construction of the improvements set forth in Exhibit "B" (hereinafter known as ("PROJECT") by the Developer in the manner as hereinafter specified.
3. **Request to Proceed & Plans.** Developer shall construct the (PROJECT) pursuant to Exhibit "B", and including its curb, gutter sidewalk, streetlights, and paving to ten feet (10 ft) beyond street centerline. Within forty-five (45) days after the City makes a written request, Developer shall prepare and submit plans to the City Engineer for review and approval, provided that the City may require Developer to prepare and submit such plans for review prior to execution of this Agreement.
4. **Bonds**
 - a. Developer shall deposit with the City, after receipt a notice to proceed with the design of the deferred improvements by the City in accordance with Paragraph 3, and prior to the commencement of the work herein, a cash deposit of not less than Five Hundred Dollars (\$500.00) and a certified or cashier's check, or in lieu thereof, an acceptable corporate surety bond or instrument of credit, which together total the estimated cost of the work and which will guarantee the faithful performance of the work and repair of any defects in the improvements which occur within one (1) year after the work as deemed complete by the City.
 - b. Developer shall also provide additional security in the form of a certified or cashier's check, or in lieu thereof, an acceptable corporate surety bond or instrument of credit for the total estimated cost of the work. If the Developer or his/her subcontractors fail to pay any of the persons or entities contemplated by Section 3181 of the Civil Code of the State of California, or amounts due under the Unemployment Insurance Code, with respect to work, labor, the rental of equipment or materials furnished by a claimant contemplated by in Civil Code Section 3181, the City may use any and all funds deposited under this subsection in the form of cash or an instrument of credit to pay such persons legally entitled thereto. If a corporate surety bond is posted with the City, such bond shall contain language binding the surety to pay for labor and materials remaining unpaid.

- c. In the event the City prevails in an action upon any bond posted under Paragraph 4, the City shall be entitled to reasonable attorney's fees to be determined by the Court.
- 5. Inspections Fees.** Prior to commencement of the work herein, Developer shall pay to the City a cash amount for the inspection of the work and checking and testing of the materials used in connection therewith. The amount shall be set forth in the Resolution of Fees & Charges for Various Municipal Services.
- 6. Lien.**
 - a. In the event of Developer's default in performance of the obligations specified herein, City may elect to construct the improvements specified herein. Should City elect to take such curative steps, it shall serve written notice of its intent to enter the property subject to this Agreement for this purpose. Such notice shall be served personally, or by certified mail, return receipt requested, upon the owner(s) of the property subject to this Agreement at the last known address of such owner(s) or at such address as shown on the tax rolls, at least twenty (20) days in advance of the date when City intends to enter the property for the purpose of constructing the improvement required by this Agreement.
 - b. City may perform such work or cause the construction of such work as it considers reasonably necessary and proper to fulfill the obligations for construction of improvements pursuant to this Agreement. City may act either through its own employees or through an independent contractor. In either event, the performance of such work shall be at the sole expense of the Developer and/or the property owner(s) of the parcels. All expenses and administrative costs incurred by the City in constructing the improvements required by this Agreement shall constitute a lien upon the property. The lien shall attach to all parcels of the real property described in Exhibit "A."
 - c. The lien shall be the cost incurred by the City in constructing the required improvements, which cost shall include all administrative costs associated with such construction and enforcement of this obligation. At this time, the estimated amount of the lien is _____ per parcel. The City reserves the right to adjust the lien amount to reflect the actual cost incurred.
 - d. Property owners for each named parcel owned by them and each successor owner of a named parcel vest in and delegate to City or its duly authorized representatives the right and power to bring all actions at law or lien foreclosures against Developer and any owner for the collection of the cost for installing the required improvements, and waive any objection to the enforcement thereof. Any lien arising pursuant to this paragraph must be enforced by trustee sale of the parcel(s) under the lien foreclosure provisions of the California Civil Code.
- 7. Acceptance.** At such time as the improvements are constructed to City Standards and conform to the plans on file in the City Engineering and Transportation Department, and subject to the inspection and approval of the City Engineer or his/her authorized representative, the City shall accept the public improvements for maintenance, provided that the easement or fee title to such real property upon which the public improvements are situated has been accepted by the City.
- 8. Time.** This Agreement will expire only after completion of and City acceptance of the improvements specified in Paragraph 3, above, or upon the mutual written consent of both the Developer and the City.
- 9. No Waiver by City.** Inspection of the work and/or materials, or approval of work and/or materials inspected, or statement by an officer, agent, or employee of the City indicating the work or any part thereof complies with the requirements of this Agreement, or acceptance of the whole or any part of said work and/or materials, or payments therefor, or any combination or all of these acts, shall not relieve the Developer of his/her obligation to fulfill this agreement as prescribed herein, nor shall the City be thereby stopped from bringing any action for damages arising from the failure to comply with any of the terms and conditions thereof.

10. Indemnity. Developer shall hold harmless indemnify and defend the indemnitees from the liabilities as defined in this section:

- a. The indemnitees benefited and protected by the promise are the City, its appointed councils, boards, commissions, council members, officers, agents, and employees.
- b. The liabilities protected against are any liability or claim for damage of any kind allegedly suffered, incurred, or threatened because of actions defined below and including personal injury, death, property damage, inverse condemnation, or any combination of these, and regardless of whether or not such liability, claim, or damage was unforeseeable at any time before City approved the improvement plan or accepted improvements as completed, and including the defense of any suit(s), action(s), or other proceeding(s) concerning these.
- c. The actions causing liability are any act or omission (negligent or non-negligent) in connection with the matters covered by the Agreement and attributable to the Developer, contractor, subcontractor, or any officer, agent, or employee of one (1) or more of them. The indemnification in this section is not conditioned or dependent on whether or not any indemnitees have prepared, supplied, or approved any plan(s) or specifications(s) in connection with the work or subdivision, or has insurance or other indemnification covering any of these matters.
- d. Certificate of Insurance/Additional Insured Endorsement – Developer, at its own expense, shall procure and maintain in full force at all times during the term of this Agreement, the following insurance, which shall be provided on an occurrence basis:

(1) Comprehensive Liability and Broad Form Comprehensive Liability: Developer shall maintain limits of no less than:

General Liability: One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, Developer shall procure and maintain a limit of liability of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage.

(2) Other Insurance Provisions. The Policies are to contain, or be endorsed to contain, the following provisions:

(a) General Liability Coverages

(i) The City, its council members, officers, officials, employees, agents, and volunteers are to be covered as insureds as respects: Liability arising out of activities performed by or on behalf of the Developer and completed operations of Developer of premises owned, occupied, or used by Developer, the coverage shall contain no special limitations on the scope or protection afforded to the City, its council members, officers, officials, employees, agents, or volunteers.

(ii) The Developer's insurance coverage shall be primary insurance as respects the City, its council members, officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its council members, officers, officials, employees, agents, or volunteers in excess of Developer's insurance shall not contribute with it.

(iii) Any failure to comply with the reporting provisions of the policy shall not affect the coverage provided to City, its council members, officers, officials, employees, agents, or volunteers.

The aforementioned policies shall be issued by an insurance carrier having a rating of Best A-7 or better, which is satisfactory to the City Attorney, and shall be delivered to the City at the time of the execution of the Agreement or as provided below. In lieu of actual delivery of such policies, a certificate issued by the issuance carrier showing such policy to be in force

for the period covered by the Agreement may be delivered to the City. Such policies and such certificate(s) shall be in a form approved by the City Attorney; the policies mentioned in this subsection shall name the City as an additional insured and provide for thirty days' notice of cancellation to the City. Said policy shall neither be canceled earlier, nor the amount of coverage reduced earlier, than thirty days after the City received notices from the insurer of the intent of cancellation or reduction.

The Developer's insurance obligation, as set forth herein, may be satisfied by receipt of the required certificate(s) of insurance from the contractor retained by Developer to perform the work required by this Agreement at the time of application for an encroachment permit. The Certificate of Insurance shall contain all of the same protections for the City specified above.

e. Developer covenants that he/she will insure himself/herself against liability for Workers' Compensation pursuant to the provisions of the applicable sections of the California Labor Code. Developer shall at all times, upon demand of the City Council or its properly authorized agent, furnish proof that Workers' Compensation Insurance is being maintained by him/she in force and effect in accordance with said Labor Code provisions.

11. Heir, Successors & Assigns. This Agreement shall be binding on the heirs, successors, and assigns of the parties hereto, and Developer shall furnish any successors, assigns, or purchasers of any part or all of the real property described in Exhibit "A" with a copy of this Agreement; provided, however, that Developer's failure, or that of any other person, to so furnish such copy shall in no way prejudice the rights of the City to require performance under this Agreement.

12. Time of Essence. Time is of the essence in the performance of the construction of the improvements required herein after receipt of notice to proceed per Paragraph 3 of this Agreement.

13. Notice. Notice as given by each party to this Agreement shall be given to the other party at the address given below:

To City: City Manager/ Public Works Director
100 W. California Avenue
Ridgecrest, CA 93555

To Developer: NAME
ADDRESS
RIDGECREST, CA 93555

Notice shall be deemed effectively served upon deposit in the United States mail with first class postage affixed thereto.

14. Attorney Fees. In the event that it becomes necessary for either party to bring a lawsuit to enforce any of the provisions of the Agreement, the parties agree that a court of competent jurisdiction may determine and fix a reasonable attorney's fee to be paid the prevailing party.

15. Run with Land and Recordation. This Agreement shall run with the land. The City shall cause the Agreement to be recorded with the County Recorders of Kern County, and a copy will be provided to the Developer.

RECOMMENDED BY:

CITY OF RIDGECREST, a municipal corporation

By _____
City Engineer

BY _____
City Manager

DEVELOPER

By _____
NAME

APPROVED AS TO FORM:

BY _____
City Attorney

Acknowledgement

State of California
County of Kern

On _____ before me, _____ City Clerk, personally
appeared _____ of the City of Ridgecrest
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s)
is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the
entity upon behalf of which the person(s) acted, executed the instrument

WITNESS my hand official seal.

Signature _____
City Clerk

NOTE TO DEVELOPER: (1) Execute acknowledgement form below; and (2) if a corporation attach a resolution of the Board of Directors authorizing execution of this contract and of the bonds required hereby, together with appropriate corporate acknowledgement form.

A large, empty rectangular box with a thin black border, intended for the user to provide the acknowledgement form or resolution mentioned in the text above.

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

A Resolution to Approve a Professional Service Agreement with Willdan Engineering for the preliminary engineering of a Traffic Signal at China Lake Boulevard and Bowman Road and Authorize the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The City of Ridgecrest is proposing to construct a Traffic Signal at the intersection of China Lake Boulevard and Bowman Road funded by the Highway Safety Improvement Program (HSIP) and administered by Caltrans. This professional services agreement is for the preparation and provision of environmental studies, survey, design drawings, specifications, and right of way documents that comply with City, State, and Federal requirements. The work provided under this agreement will enable this project to advance to the construction phase with a request for authorization to proceed with this phase pursuant to any available funds.

The City solicited proposals from qualified consulting firms to perform the subject professional services. A selection committee reviewed the proposals, scored the top firms, and ranked them. Willdan Engineering was among the top ranked firms. The proposed fee to complete the scope of work is \$40,365.00.

Staff recommends that the City enter into a professional services agreement with Willdan Engineering for the preparation and provision of environmental studies, survey, design drawings, specifications, and right of way documents for this traffic signal project.

FISCAL IMPACT: \$40,365.00

Reviewed by Finance Director

ACTION REQUESTED:

Adopt the Resolution that Approves a Professional Service Agreement with Willdan Engineering for the preliminary engineering of a Traffic Signal at China Lake Boulevard and Bowman Road and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Adopt the Resolution that Approves a Professional Service Agreement with Willdan Engineering for the preliminary engineering of a Traffic Signal at China Lake Boulevard and Bowman Road and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

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RESOLUTION NO. 13-XX

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING FOR THE PRELIMINARY ENGINEERING OF A TRAFFIC SIGNAL AT CHINA LAKE BOULEVARD AND BOWMAN ROAD AND AUTHORIZE THE CITY MANAGER, DENNIS SPEER, TO EXECUTE THIS AGREEMENT CONTINGENT UPON THE CITY ATTORNEY'S REVIEW AND APPROVAL OF THE AGREEMENT.

WHEREAS, the City of Ridgecrest is proposing to construct a Traffic Signal at the intersection of China Lake Boulevard and Bowman Road funded by the Highway Safety Improvement Program (HSIP) and administered by Caltrans; and

WHEREAS, the City of Ridgecrest is required to complete the environmental compliance and design phases of the project prior to requesting construction authorization; and

WHEREAS, the City of Ridgecrest authorized the issuance of a request for proposal for professional civil engineering services; and

WHEREAS, proposals were received and officially opened for examination and review; and

WHEREAS, the selection committee reviewed and analyzed the proposals; and

WHEREAS, the selection committee scored and ranked the top firm; and

WHEREAS, Willdan Engineering was among the top firms; and

WHEREAS, staff recommends Willdan Engineering as the consultant best qualified to provide this service; and

WHEREAS, the proposed fee of \$40,365 is within the budget for these services and being expended from account number 018-4760-430-2106 ST13-05.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby approves the Professional Services Agreement with Willdan Engineering, for the preparation and provision of the environmental studies, survey, design drawings, specifications, and right of way documents for the preliminary engineering of a Traffic Signal at the intersection of China Lake Boulevard and Bowman Road and Authorizes the City Manager to execute this agreement.

APPROVED AND ADOPTED THIS 17th day of July by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

May 29, 2013
Revised June 18, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: Proposal for Intersection Improvements and Traffic Signal at Bowman Road and China Lake Boulevard

Dear Ms. Ford:

Willdan Engineering is pleased to submit this proposal to the City of Ridgecrest to provide environmental and design services relating to the City's federally funded Intersection Improvements and Traffic Signal at Bowman Road and China Lake Boulevard Project. We have prepared this proposal to provide the services outlined in the City's Request for Proposals. We understand that we are considered as a qualified consultant based on our previously submitted statement of qualifications submittal for multidisciplinary professional services. Therefore this proposal is limited to a project specific work plan and includes project team, understanding, approach, and scope. The fee proposal is submitted in a separate sealed envelope, per the City's RFP.

Willdan is currently working on or has recently completed several Highway Safety Improvement (HSIP) projects, with similar scopes of work, for the Cities of La Puente, Highland, Lawndale and South Gate. Willdan has built its reputation for excellence on these types of project. Our extensive experience and expertise with federally funded projects, public works design, and environmental compliance, and our versatile in-house staff, makes us a particularly strong partner on this important endeavor.

Willdan has assembled a team of professionals who are committed to providing the City with quality service and results. Our company size and wide-ranging services allow us to provide all of the City's requested services with in-house staff. Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, Inc., a certified UDBE, for this purpose. We are pleased to propose Ms. Vanessa Muñoz, PE, TE, PTOE, as Project Manager, Mr. Dean Sherer, AICP, ENV SP, as our Environmental Planner, and Mr. Michael D. Bustos, PE, as Lead Design Engineer.

The contact person authorized to make representations for Willdan is Ms. Vanessa Muñoz, PE, TE, PTOE, Deputy Director of Engineering. Ms. Muñoz has successfully managed numerous similar projects over the past several years.

We are confident that our services in environmental compliance and design are highly qualified and sincerely hope for the opportunity to demonstrate this to the City of Ridgecrest. The enclosed project understanding, approach and scope of work identifies all of the tasks which will be necessary to complete this project in compliance with guidelines. If there are any questions regarding this submittal or our qualifications, please contact Ms. Muñoz at 562.908.6225 or by email at vmunoz@willdan.com.

Respectfully submitted,

Willdan Engineering



Lew Gluesing, PE, TE, PTOE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

VM:mh 91005-11\06-160\13-088_7588



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Project Team

A successful partnership for this type of project requires expertise in environmental compliance, design engineering, and federal funding compliance and effective coordination with the City staff, Caltrans, contractors, communities, and other project stakeholders to ensure the project reflects the expectations of its stakeholders. Willdan understands that key personnel assigned on City projects shall not be reassigned without prior written approval from the City.

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the individuals assigned to the team. Willdan offers the City of Ridgecrest a highly qualified team of in-house professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the City's federally-funded Intersection Improvements and Traffic Signal at Bowman Road and China Lake Boulevard project.

Brief biographies of our project team detailing their experience and their roles for similar, relevant projects are provided herein.

Project Management Team

Ms. Vanessa Muñoz, PE, TE, PTOE will be the **Project Manager and main point of contact** for the project. Ms. Muñoz has 15 years of traffic and transportation experience and is an accomplished engineer for multidiscipline and multi-agency traffic and transportation projects similar to those identified by the City's RFP. Ms. Muñoz is known for providing innovative quality engineering services to ensure project delivery within budget and schedule. She is responsible for analysis, coordination, and design of various projects, including preparation of PS&E for traffic signals, signing, striping, traffic control, street lighting and street improvement projects. Ms. Muñoz has supervised the completion of more than 1,000 projects and has designed more than 300 new and modified traffic signals. Ms. Muñoz has supervised the completion of numerous federally funded projects including SRTS, HSIP, ARRA and STPL.

As Project Manager, Ms. Muñoz will:

- Establish appropriate organizational structures to best provide the services needed.
- Monitor, review and report on the project's status to the City at regular intervals.
- Solicit information from and coordinate reviews by the City.
- Be the primary contact and focus of project correspondence in order to maximize communications between the City, Caltrans other agencies, and the Willdan team.
- Monitor the general progress of the project, and will thoroughly review all major documents prior to submittal to the City.

Mr. Douglas Wilson, PE, will serve as our **QA Officer**. He is a principal project manager in the City Engineering Group and is the Program Manager for Willdan's on call contract with the City of Ridgecrest. Mr. Wilson has established excellent working relationships with various Public Works team members at the City and will continue to provide ongoing project and staff support for work assignments pursuant to this contract.

In accordance with Willdan's QA program, Mr. Wilson will oversee the implementation of this contract specific QA program. Mr. Wilson will meet quarterly with the City's Public Works Director and/or City Engineer to review the progress and performance. Any identified performance issues will be addressed.

Mr. Wilson will administer the QA/QC program for this contract in accordance with this contract's QA program and the corporation QA program. He will work closely with our Project Manager, Ms. Muñoz, for this specific QA program to ensure our services to the City and its citizens are exemplary.



Environmental Compliance Team

Mr. Dean Sherer, AICP, ENV SP, will serve as the **Lead Environmental Planner**. Mr. Sherer is an urban and environmental planner specializing in environmental documentation and analysis, land use planning, and general plan element preparation. Mr. Sherer has over 30 years of experience in the management and preparation of planning studies, public policy plans, and environmental documents pursuant to CEQA and NEPA. Mr. Sherer has served as the Project Manager for numerous projects. His environmental planning experience encompasses capital improvement projects, long-range plans, and discretionary entitlement projects. He has worked extensively with Caltrans in preparing NEPA environmental documents for a variety of Local Assistance projects including bridge widenings and replacements, roadway and intersection safety improvements, and other infrastructure related improvement projects.

Civil Engineering Design Team

Mr. Michael D. Bustos, PE, will serve as **Lead Civil Designer**. He brings more than 10 years of experience as a project manager, designer, and construction manager on public works, contract administration, and construction management projects. He has managed a variety of design and construction projects from water wells to street overlays, including federally-funded and grant-funded projects. Mr. Bustos' extensive design experience includes curb, gutter, and sidewalk improvements, ADA improvements, street overlays, water and wastewater systems, grading, and drainage improvements. Mr. Bustos is familiar with the City's staff, design requirements and expectations through his recent preparation of PS&E for the City's Downs Street Improvement Project.

Mr. Bernardo Reyes, will assist Mr. Bustos in preparation of plans and specifications for street improvements. Mr. Reyes is responsible for preparation of CADD drawings utilizing both MicroStation and AutoCAD for public works project geometric plans and final plans, specifications, and. His experience includes design of street widening, street realignments, drainage facilities, sewer improvements, and waterline improvements. Mr. Reyes has 10 years of experience in computer aided drafting and design system operations as well as engineering application software such as Civil 3d.

Mr. Bob Burch will serve as **Lead Traffic Designer** for the proposed traffic signal, signing and striping. Mr. Burch provides traffic design services for client cities, outside agencies, and California Department of Transportation (Caltrans) projects. Mr. Burch offers 21 years of design and drafting experience. He has experience with both AutoCAD and MicroStation. Specifically, his experience relates to preparing plans, specifications, and estimates for traffic signals, signing and striping, street lighting, traffic control, and stage construction projects and utilizing Caltrans standards.

Mr. Lew Gluesing, PE, TE, PTOE, will prepare the signal timing chart. Mr. Gluesing has 48 years of experience in traffic and transportation engineering, including neighborhood traffic management, traffic circulation, impact and parking studies, design and operations, municipal engineering, and operational analyses. To date, Mr. Gluesing has supervised the completion of more than 10,000 larger and smaller-scale projects. He has personally designed more than 1,000 new and modified traffic signal installations, as well as two traffic signal master computer systems, employing various interconnect and communication facilities.

Utility Coordination Team

Mr. Edward Cox will serve as the **Utility Coordinator** and will be responsible for coordination with utility agencies whose facilities may be affected by the proposed construction projects. Utility coordination will play a critical role in minimizing construction delays, change orders, and preventing damage to existing utilities within the project area. Therefore, Willdan has assigned Mr. Cox to focus solely on utility research and coordination.

Federal Compliance Team

Ms. Diane Rukavina, PE, will serve as **Special Funding Engineer**. Ms. Rukavina has 31 years of experience in municipal engineering and has processed over 75 federal-/state-funded projects, including



STPL, SRTS, SR2S, HBP, HSIP, CMAQ, TCSP, ARRA, and SAFETEA-LU – from request for authorization to final invoicing for 22 cities.

Geotechnical Team

Mr. Ross Khiabani, PE, GE, will provide geotechnical services. Mr. Khiabani has more than 30 years of professional experience in performing diversified geotechnical assignments involving soil mechanics and foundation engineering, soil stabilization, landslide analysis and stabilization, settlement evaluations, liquefaction studies, slope stability analyses, laboratory testing, and inspection services during construction operations. His vast experience includes providing engineering services for commercial, industrial, institutional, ports and harbors, public works, transportation (including major bridges, local roads, freeways and toll roads) and water and wastewater facilities projects.

Subconsultants

Land Surveying

Espinosa Surveying, Inc. is a full service land surveying firm established in 1991 based in Fresno, with an office in Sacramento. They have been added to our team to provide surveying services. The firm is a certified DBE with the City of Fresno, UDBE with Caltrans, Small Business with the Department of General Services, and certified WMBE (women minority business enterprise) with CPUC. Their firm is also self certified for federal work as a SBE (small business enterprise), WOSB (woman-owned small business), and a SDB (small disadvantage business).

Espinosa's surveying division consists of a professional staff with expertise in various aspects of land surveying, which includes boundary, topography, construction, and ALTA surveys. Their full CAD capability enables them to prepare parcel maps, subdivision maps, record-of-survey maps, topography maps, right-of-way maps, and volume calculations. Their professional staff includes licensed surveyors, registered engineers, construction managers, and administration.

Members of the team have previously worked together with Willdan Engineering to successfully complete projects for the City of Ridgecrest.

Project Team Availability

Willdan is committed to providing the staffing and resources required to complete the City's project on schedule and within the allotted and agreed upon budget. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations database for all projects. The projections for each project are aggregated by technical disciplines to produce company-wide labor needs and to identify shortages or surpluses. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis.

As requested in the City's Request for Proposal, a breakdown of our team's availability is provided herein.

Staff	Position	Availability
Vanessa Muñoz, PE, TE, PTOE	Project Manager	40%
Dean Sherer, AICP, ENV SP	Lead Environmental Planner	60%
Michael Bustos, PE	Lead Design Engineer	60%
Bernardo Reyes	Design Engineer	70%
Bob Burch	Lead Traffic Designer	65%
Lew Gluesing, PE, TE, PTOE	Traffic Engineer	40%
Ed Cox	Utility Coordinator	60%
Diane D. Rukavina, PE	Special Funding Engineer	65%
Ross Khiabani, PE, GE	Geotechnical Engineer	40%



Project Understanding, Approach, and Scope of Work

Project Understanding

Willdan understands that the City of Ridgecrest is seeking a professional consultant to perform environmental, design engineering, and federal compliance services for the City's Intersection Improvements and Traffic Signal at Bowman Road and China Lake Boulevard project. The project includes design and construction of new traffic signal, signing, striping, and ADA access ramps for the intersection; interconnect along China Lake Boulevard between Radar Avenue and College Heights Boulevard, as well as curb, gutter and median island improvements for the northeast corner. We understand that the proposed improvements are funded by HSIP federal programs and require the services of a consultant with expertise in the management of federally-funded projects.

The City of Ridgecrest has completely design plans for the project intersection. The completed design is for the ultimate improvement for the street, traffic signal, signing and striping. Our projects intent is to install the traffic signal under existing conditions. To minimize effort and cost, the City will provide us electronic topographic survey and CADD files for the street, traffic signal, signing and striping to be utilized as our base design. Willdan will provide traffic signal pole types for the ultimate location which can be relocated at a later time once all the ultimate improvements have been constructed.

Project Approach

Project Management

Willdan utilizes a unified management approach where each project is undertaken by a project team. Each project is assigned to a senior member of our staff with the background, experience, and availability best suited for the assignment.

Our proposed project manager and task leaders bring both diversity and commonality of project experience that will benefit discussions on final design implementation. Over time, these leaders have individually and collectively assisted and facilitated the environmental compliance, design, construction management, inspection, and labor compliance services for numerous federal-funded projects.

During all phases of the project, Willdan will provide coordination with the City Staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements.

Willdan proposes to perform all scoped services, with the exception of topographic survey, with in-house staff. Willdan has the capability to provide surveying services in-house as well. However, we have teamed with Espinosa Surveying due to their closer office proximity to the project location, familiarity with the Ridgecrest area and City expectations, and their UDBE status. Willdan also retains the services of a subconsultant, on standby, in the event that Caltrans requires areas additional technical studies to be performed.

Environmental Compliance

We understand that the Highway Safety Improvement project will rely on federal funding. For those projects where federal funds will be used, the environmental documentation must be in compliance with the provisions of the National Environmental Policy Act (NEPA) as well as the California Environmental Quality Act (CEQA). Accordingly, we have provided a Scope of Services to complete the CEQA and NEPA environmental documentation for the projects which is discussed below under Scope of Work.

Survey and Base Plan Preparation

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.



Willdan will prepare a base plan with the existing improvements for the project area. The proposed Bowman-China Lake project will require complete topographic survey, due to the northeast corner construction of new curb and gutter. Willdan will prepare a base plan from the electronic files provided by the City and supplement it with additional topographic survey if needed. From the base plan, we will prepare construction plans. The ground survey will establish horizontal control (CCS83), vertical control (NAVD 88), centerline control, identification of survey monuments, visible surface utilities, edge of pavements, and grade breaks, and will provide supplemental shots in identified areas of concern based on preliminary engineering.

Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, a certified UDBE, for this purpose. Through Espinosa, Willdan will perform ground surveys necessary to design the intended street construction. Our surveyor will set a recoverable benchmark and horizontal control on site.

Geotechnical

Willdan will complete laboratory testing to support the preparation of the geotechnical report. The planned field exploration will include two (2) test borings. The borings are anticipated to be no more than 3-feet deep for roadway design. Laboratory testing will be performed to determine the R-value of the subgrade soils and a pavement structural section will be recommended based on the findings. The information will be documented and summarized in a geotechnical report.

Utility Notice and Coordination

Willdan does not take utility coordination lightly. Willdan employs specialists who work with the utilities on a regular basis. This improves the communications and decreases the time that may be required to obtain information from the utilities. Identifying and avoiding utilities during our design will minimize the potential for costly delays during construction. During the initial information gathering task of this project, Willdan will mail utility notices using project location maps as a basis for information requests. Willdan has an updated list of utility companies to use for this purpose. Follow-up correspondence and coordination with utilities will be ongoing and will be incorporated into our design at all stages. A second utility notice will be sent out at the 60 percent design milestone with an 11-inch by 17-inch set of the plan sheet layouts showing the utility base plan to ensure confidence in the location of all utilities.

Design Engineering

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.

Willdan will prepare a base plan with the electronic files (design survey, street and traffic signal plans) provided by the City. The City's GIS base map and aerial photo, with right-of-way, contours, and other available layers as are appropriate will provide the basis of the plan sheet layouts. Minimal ground survey will be conducted to verify the provided design survey and supplement shots in identified areas of concern. The survey will establish horizontal control, vertical control, centerline control, identification of survey monuments, visible surface utilities, curbs and gutters, edge of pavements, and grade breaks. For all proposed improvements identified in the City's HSIP application, ground survey will be provided at locations where ADA compliance concerns are identified.

Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, a certified UDBE, for this purpose. Through Espinosa, Willdan will perform ground surveys necessary to design the intended street construction/rehabilitation. Right of way data shown on the plans will be based on a combination of GIS data, which Willdan already has, and available record drawings. Willdan will prepare a base plan with the existing right-of-way and proposed improvements for the project. From the base plan, we will prepare detailed construction plans.



Willdan will prepare engineering drawings for the proposed improvements identified in the City's HSIP application. Plans will be prepared on 22-inch by 34-inch layout. Plans will be submitted half size and full size on bond at 60-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.

During all phases of the project, Willdan will provide coordination with City staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements. Draft plans will be submitted to the City staff and Caltrans at the design submittal milestones.

Street construction projects typically require traffic control plans (TCP) to be furnished by the contractor as part of the construction contract. The City maintains control over the traffic handling through appropriate specifications in the contract documents and requiring TCP approval by the City Engineer. This provides the most economical approach and also allows the traffic handling to be adapted with specificity for the final order of work that the contractor will implement. However, if the City would like to include engineered TCP in the bid set for particular areas of concern, Willdan will prepare them for additional compensation.

Utilizing the City-provided boilerplate Willdan will prepare the project's Specifications, complete and ready for bidding purposes using the latest edition the State of California Department of Transportation Standard Plans and Specifications. Willdan's specifications will support the construction of proposed improvements. A full set of specifications will be provided at 60 and 100 percent design levels. Willdan will address traffic control requirements in the contract documents and specifications to construct the improvements.

Willdan Engineering will prepare a detailed engineer's estimate of probable costs in Microsoft Excel spreadsheet format. The items will be arranged in chronological order of construction and will be consistent with bid items included in the contractors' bid forms. The estimate will be based upon recent bid prices for similar street construction projects in Ridgecrest and vicinity. Backup quantity calculations will be provided showing detailed computations for accuracy of the quantities upon request. The engineer's construction cost estimate will be based on plan sheet quantities and will be furnished at 60-percent and final 100-percent design milestones.

Upon completion of the engineering design drawing and bid package, Willdan will provide public bidding services as scoped in the following section.

State and Federal Procedures

Willdan's staff has over 25 years experience preparing and processing various Caltrans-related projects for local agencies, including state and federal funding forms, checklists, invoices, and reports of expenditures. With numerous completed projects and more than a dozen in progress, Willdan has assisted cities at various stages of state- and federal-funded projects – from the initiating request to final invoicing. Although each program may encompass different components and requirements, the general process remains the same – following the Caltrans Local Assistance Procedures Manual (LAPM). Our staff stays apprised of revisions to procedures and forms in the LAPM through Local Programs Procedures (LPPs) and Division of Local Assistance Office Bulletins (DLA-OBs). Willdan's staff maintains quality relationships with Caltrans' District Local Assistance staff.

The first of business will be to submit this Request for Authorization (RFA) package for Preliminary Engineering. Only eligible work performed after the date of Federal Authorization (E-76 for Preliminary Engineering) is eligible for federal reimbursement.

Quality Assurance/Control

Willdan recognizes the importance of quality control and its direct relationship to a project's success. Our standard practice is to prepare a project-specific quality control plan and issue copies to our clients and team members as specified by Willdan's Quality Assurance Manual. This manual includes a series of checking procedures for contract documents and involves quality control reviews by senior level staff. The project quality assurance plan will identify checking procedures for computations, plans, and



submittals and will provide procedures for corrections and back checking. It will define procedures for logging, disseminating, and filing correspondence into proper indices. The plan includes the project description, objectives, required services, organization, schedule, standards of practice, project procedures, and procedures for preparing calculations, drawings, and reports.

The basic goal of the quality assurance plan is to provide quality work delivered on time and within budget. Quality control is an ongoing process with concepts and solutions subject to change and improvement throughout the design. The primary tool of the plan effort is a periodic project team meeting with goals of addressing interdisciplinary coordination issues, identifying key dates for information to maintain the project schedule, investigating constructability, discussing the construction sequence, and tracking progress.

Willdan requires formal quality control file reviews at three critical stages; namely 60-, and 100-percent of completion. The project manager reviews the file and ensures it is completed pursuant to the Caltrans LAPM. Quality control comments and resulting actions are noted and compiled for Willdan's file review.

Scope of Work

Preliminary Engineering Services

1. Conduct kickoff meeting with City staff to review the project scope of work, schedule, funding requirements, and goals.
2. Coordination with Caltrans District 9 Local Assistance Engineer.
3. Review City's Highway Safety Improvement Program Cycle 5 application.
4. Conduct site visit and field review at each of the project area.
5. Research Right of Way impacts of proposed improvements.
6. Prepare conceptual plans for inclusion with Request for Authorization submission to Caltrans for Preliminary Engineering.

Environmental Compliance

The following describes the tasks to be completed to prepare the NEPA and CEQA documentation for the proposed projects:

NEPA

Willdan anticipates the proposed project will be subject to federal approvals because it will draw upon federal funding sources to complete the proposed improvements. Therefore, Willdan will coordinate the compliance with federal environmental regulations and prepare the required NEPA documentation for the project as described below.

Pursuant to Section 6005 of the NEPA Delegation Pilot Program, Caltrans will act as the lead NEPA agency for the project and will implement the Federal Highway Administration's (FHWA's) NEPA regulations (23 CFR 773). Based on the City's description of the project, we have determined that the project's NEPA document will be a Categorical Exclusion (CE) (Section 6004) without required technical studies based on the following exclusion category:

Highway safety or traffic operations improvement projects including the installation of ramp metering control devices and lighting (See 23 CFR 771.117[d][2]).

The actual CE determination will be made in consultation with Caltrans District 9 staff.

The tasks involved in completing the CE for the project including the following:

- Conduct a Field Visit/Environmental Resources Survey



- Prepare Narrative Responses to Each Item on the Preliminary Environmental Studies (PES) Form
- Prepare PES Form Attachments (maps, diagrams, etc.)
- Coordination with Caltrans for Review and Approval of the PES Form (assumes 1 round of Caltrans review)
- Preparation of the Final PES Form for Caltrans' Signature

CEQA

A CEQA Class I Categorical Exemption determination will be made on this project. Willdan will prepare a CEQA Notice of Exemption Form for the project in conformance with Appendix E of the CEQA Guidelines.

Design Engineering

Project Management

Ms. Muñoz will maintain contact with the City Engineer primarily through weekly email updates on project status. It is our experience that maintaining frequent communication results in early identification and resolution of potential problems that could otherwise cause the project to get off track.

Upon receipt of Notice to Proceed, a project kick-off meeting will be conducted to meet with City Staff and review the project goals, timeline, and scope of work. Each aspect of the project will be discussed, including the design criteria, utility coordination, federal funding compliance, environmental compliance, HSIP requirements, plan preparation and specifications, cost estimates, submittal reviews, and anticipated construction issues. Items covered will also include, but not be limited to, ADA compliance, parameters for curb, gutter and sidewalk replacement, and any other special concerns of the City. .

Willdan will obtain supporting documentation such as GIS and aerial photo files, utility contacts, record drawings, existing drainage reports, and current boilerplate specification documents from the City at this time.

Throughout the duration of the project, Willdan will coordinate the work of our staff and survey subconsultant and monitor progress against the schedule and implement corrective actions if there are signs of the schedule slipping or the budget being overrun.

Survey and Base Plan Preparation

Willdan will prepare a base plan with the electronic files (design survey, street and traffic signal plans) provided by the City. Minimal ground survey will be conducted to verify the provided design survey and to provide supplement shots in identified areas of concern. The survey will establish horizontal control, vertical control, centerline control, identification of survey monuments, visible surface utilities, curbs and gutters, edge of pavements, and grade breaks. For all proposed improvements identified in the City's HSIP application, ground survey will be provided at locations where ADA compliance concerns are identified.

Geotechnical

Willdan Geotechnical will perform investigation to evaluate geotechnical subsurface conditions in the vicinity of northeast corner of the intersection. Our scope of work will include the followings:

Field Investigation

The proposed field investigation includes site reconnaissance and subsurface exploration. We propose a total of one (1) soil borings to be drilled at strategic locations within the project limits. Borings will be drilled to minimum depth of 3 feet below existing surface.

The exploratory borings will be excavated with a Hand Held Augur. An experienced staff will log earth materials in the field in accordance with the Unified Soil Classification System – Visual/Manual Procedure. The borings will be backfilled with the excavated spoils and tamped.



The Geotechnical research, review, laboratory testing, Analyses and Report will all be covered by the Geotechnical report being prepared by Willdan for China Lake Boulevard Resurfacing Project.

Utility Notice and Coordination

Willdan will be responsible for the following:

- Notify and coordinate with the utility agencies regarding the project-related modification of their facilities. Determine special requirements for utility facilities, including protection, right-of-way, and construction methods within the vicinity of the utility.
- Provide a second utility notification letter (prepare to relocate) and a third utility notification letter (notice to relocate).
- If necessary, provide a fourth utility notification letter (notice to relocate immediately).
- Submit a preliminary and final set of plans to each utility company that provides the location, elevation of the utility, and the conflict area clouded to show the utility companies the areas that conflict.
- Verify that the project's final design is compatible with known utilities in the project area to be installed, relocated, adjusted, or otherwise modified, including adding utility relocation windows into the construction schedule as necessary.

Plans, Specifications, and Estimate

1. Prepare detailed construction plans for proposed traffic signal, interconnect, signing, striping and median, ADA access ramps, as identified in the City's HSIP application. Proposed improvements will be designed in compliance with current Americans with Disabilities Act (ADA) requirements at the time of design engineering commencement. Plans will be prepared on 22-inch by 34-inch layout and will be submitted half size and full size on bond at 60-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.
 - a. Street Improvement Plan
Construction plans will include 20 scale plan/profile street improvement plan for the northeast corner and median with typical cross-sections, notes, and details sufficient to support bid and construction. Existing and new surface profiles will be included for street centerline and top of curbs. Plan layout will include horizontal control and station callouts for BC/EC and PRCs.
 - b. Traffic Signal Plan
Traffic signal plan will be prepared at a 20 scale and will include existing and proposed improvements. The plan will include a reduced scale interconnect detail that will provide communication along China Lake Boulevard between Radar Avenue and College Heights Boulevard.
 - c. Signing and Striping Plan
Signing and Striping plan will be prepared at a 40 scale and will relocate signs as required to construct the proposed improvements and modify the striping for the traffic signal installation.
2. Prepare contract documents, including notice inviting bids, bid schedule, bid forms, sample agreement, and federal compliance requirements.
3. Compile current general provisions as provided by the City of Ridgecrest.
4. Prepare technical specifications, in Caltrans format, for proposed improvements in accordance with industry standards.
5. Prepare Engineer's Opinion of Probable Cost.
6. Prepare Traffic Signal Timing Chart



Federal Compliance

Request for Authorization to Proceed with Preliminary Engineering (E-76 for PE)

1. Prepare the *Request for Authorization to Proceed with Preliminary Engineering (LAPM Exhibit 3-A)*, *Data Sheets (LAPM Exhibit 3-E)*, and *Local Assistance Project Prefixes (LAPM Exhibit 3-L)* to initiate the obligation of federal funds by Caltrans for the preliminary engineering phase of the project.
2. Prepare the *Finance Letter (LAPM Exhibit 15-N)* based on the City's approved HSIP application.
3. Prepare the *Local Programs Agreement Checklist (LAPM Exhibit 4-A)* to request the preparation of the Program Supplement Agreement to encumber the federal funds for the project.
4. Submit to Caltrans DLAE Item Nos. 1 through 3 along with a copy of the approved FTIP sheet and approved application to initiate the obligation of funds for preliminary engineering.

Field Review

1. Prepare the *Field Review (LAPM Exhibit 7-B)*, *Field Review Attendance Roster (LAPM Exhibit 7-G)*, and *Roadway Data (LAPM Exhibit 7-C)*.
2. Submit to Caltrans DLAE along with a copy of the approved FTIP sheet within 4 months of obtaining the E-76 for Preliminary Engineering.

Right of Way Certification (no Federal participation in utility relocations)

1. Following receipt of the required utility information, determine whether the project qualifies to use the Short Form ROW Certification if the project does not require right of way acquisition or relocation assistance, does not involve the railroad, and relocations are limited to adjustments of utility covers only to meet the finish roadway grade.
2. If applicable, prepare the *Short Form Right of Way Certification for Local Assistance Project Off State Highway System (LAPM Exhibit 13-A)*, the *Project Engineer's Certification of Utilities* for the Resident Engineer's signature, and the *Utility Cover Adjustment Summary (LAPM Exhibit 13-A)* if the adjustment of utility covers is checked. Or, if applicable, prepare the *Right of Way Certification Off State Highway System (LAPM Exhibit 13-B)* and the *Project Engineer's Certification of Utilities* for the Resident Engineer's signature.
3. Submit to Caltrans DLAE along with the final plans, required backup documentation from utilities, a copy of the City Resolution authorizing a City official to execute right of way certifications, and a copy of the approved environmental document to obtain right of way certification. (Short Form ROW package may be submitted with Request for Authorization for Construction package.)

Progress Invoicing for Preliminary Engineering

1. Prepare *Progress Invoice (LAPM Exhibit 5-A)* at least once every 6 months from the date of the E-76 for Preliminary Engineering, based on the following items: design consultant invoices and copies of cancelled checks for submittal to Caltrans DLAE.
2. Include documents and submittals in a Federal Funding File and make a PDF formatted file on a CD for the City.

We understand the City will have the E-76 for Authorization to proceed with Construction be prepared by the Construction Management consultant.

Fees

As directed in the City's Request for Proposal, Willdan has provided our fee schedule in a separate, sealed envelope.



Exceptions to Request for Proposal or Consultant Agreement

Willdan takes no exception to the City's Request for Proposals dated April 25, 2013, except for the comments noted below relating to the consultant agreement.

We have the City's standard agreement language on file from past projects and respectfully request the following changes to meet current acceptable practices in the insurance industry. The requested changes are contractual in nature and do not affect the technical quality or completion of the project.

9. Insurance

(b) (4) Professional liability insurance covering loss resulting from errors or omissions of Consultant with a liability limit of at least \$1,000,000 per occurrence **claim and \$2,000,000 annual aggregate.**

(c) (2) All Coverages: Each policy required in this section shall contain a policy cancellation clause that provides the policy shall not be canceled or otherwise terminated by the insurer or the Consultant or reduced in coverage or in limits except after thirty (30) days' prior written notice by **certified first class** mail, return receipt requested, **postage prepaid**, has been given to the City, Attention: Office Manager.

Required Form

As requested in the City's Request for Proposal, Willdan has provided executed originals of DBE form 10-O2. The form has been provided in a separate sealed envelope along with our proposal and fee proposal.

May 29, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: **Fee Proposal for Intersection Improvements and Traffic Signal at Bowman Road
and China Lake Boulevard**

Dear Ms. Ford:

Willdan Engineering (Willdan) is pleased to submit this fee proposal to provide environmental compliance and design engineering services relating to the City's federally funded Intersection Improvements and Traffic Signal at Bowman Road and China Lake Boulevard Project as identified in our technical proposal.

Willdan's proposed not-to-exceed fee to provide the services outlined in our proposed Scope of Work is **\$40,365**. This fee is based upon the attached breakdown.

If there are any questions regarding this submittal or our qualifications, please contact Ms. Muñoz at 562.908.6225 or by email at vmunoz@willdan.com.

Respectfully submitted,

Willdan Engineering



Lew Gluesing, PE, TE, PTOE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

VM:mh
91005-11\06-160\P13-088_7588



**CITY OF RIDGECREST STREET IMPROVEMENT DESIGN
PROPOSED HOURS AND FEE SCHEDULE
Intersection Improvements and Traffic Signal at Bowman Road and China Lake Boulevard Project**

WILLDAN ENGINEERING	Director/ Deputy Director	Special Funding Engineer	Principal Planner	Sr. Design Manager	Associate Engineer	Sr Design Engr II	Utility Coordr	Designer II	Principal Geo Engineer	Project Engineer GEO	Sr. Staff Engineer GEO	Admin Clerical	Sub- Consultant	Direct Expenses	Total Hours	Total Fee
SUMMARY TASK	Rate:	\$180	\$180	\$150	\$145	\$135	\$130	\$120	\$180	\$150	\$125	\$65				(\$)
HOURS																
PRELIMINARY TASKS																
Kickoff Meeting	4														4	\$720
E-76 for Preliminary Engineering		7													7	\$1,260
Review HSP Application	1														1	\$180
Site Visit				5	5										10	\$1,400
Preliminary Tasks Subtotal	5	7	0	5	5	0	0	0	0	0	0	0	0	\$0	\$0	\$3,960
DESIGN ENGINEERING																
Project Management																
Project Coordination	4														4	\$720
Meetings (2)	4														4	\$720
60% PSE Submittal	1														1	\$180
100% PSE Submittal	1														1	\$180
Subtotal	10	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$1,800
Survey and Base Plan Preparation																
Centerline Control/Base Plan														\$3,500	0	\$3,500
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	\$3,500	\$0	\$3,500
Geotechnical																
Field Analysis Report														\$500	0	\$500
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	\$500	\$0	\$500
Utility Notice and Coordination																
Utility Research and Coordination							4					1			5	\$545
Utility Notices (up to 3 notices per agency)							4					1			5	\$545
SCE Coordination							4								4	\$480
Subtotal	0	0	0	0	0	0	12	0	0	0	0	2	\$0	\$0	14	\$1,570
Plans Preparation																
Title sheet (1 sheet)					5			11	0						16	\$1,995
Plan/Profile Sheets (1 sheet)	1				12			45	0						58	\$7,200
Traffic Signal Plan (1 sheet)	1			44											45	\$5,560
Signing and Striping Plan (1 sheet)	1			16											17	\$2,500
Timing Chart	4														4	\$720
Subtotal	6	0	0	60	17	0	0	56	0	0	0	0	\$0	\$0	141	\$19,155
Complete Specifications																
100% Specifications				2	2							2			6	\$690
Subtotal	0	0	0	2	2	0	0	0	0	0	0	4	\$0	\$0	8	\$820
Engineer's Cost Estimate																
100% Estimate				4	4										8	\$1,120
Subtotal	0	0	0	4	4	0	0	0	0	0	0	0	\$0	\$0	8	\$1,120
Federal Funding Compliance																
Environmental approval NEPA/CEQA		21	4												25	\$4,380
Field Review/Right of Way Certifications		18													18	\$3,240
Design Phase Progress Invoicing		4													4	\$720
Subtotal	0	43	4	0	0	0	0	0	0	0	0	0	0	0	47	\$8,340
Project Total	23	50	4	71	28	0	12	56	0	0	0	6	\$3,500	\$09	298	\$48,365



EXHIBIT 10-02 CONSULTANT CONTRACT DBE INFORMATION

(Inclusive of all DBEs listed at contract award. Refer to instructions on the reverse side of this form)

Consultant to Complete this Section			
1. Local Agency Name: <u>City of Ridgecrest</u>			
2. Project Location: <u>Ridgecrest, California</u>			
3. Project Description: <u>Intersection Improvements and Traffic Signal at Bowman Road and China Lake Boulevard</u>			
4. Total Contract Award Amount: \$ <u>40,365</u>			
5. Consultant Name: <u>Willdan Engineering</u>			
6. Contract DBE Goal %: <u>6.8%</u>			
7. Total Dollar Amount for all Subconsultants: \$ <u>3,500</u>			
8. Total Number of all Subconsultants: <u>1</u>			
Award DBE/DBE Information			
9. Description of Services to be Provided	10. DBE/DBE Firm Contact Information	11. DBE Cert Number	12. DBE Dollar Amount
<u>Land Surveying</u>	<u>ESP Surveying</u> <u>5654 S. Elm Avenue</u> <u>Fresno, CA 93706</u> <u>Phone: 559.442.0883</u> <u>ESP Surveying</u>	<u>12505</u>	<u>\$3,500</u>
Local Agency to Complete this Section			
20. Local Agency Contract Number: _____		13. Total Dollars Claimed	\$ <u>3,500</u>
21. Federal-aid Project Number: _____		14. Total % Claimed	<u>8.7</u> %
22. Contract Execution Date: _____		Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:	
23. Local Agency Representative Name (Print) _____			
24. Local Agency Representative Signature _____		25. Date _____	
26. Local Agency Representative Title _____		27. (Area Code) Tel. No. _____	
Caltrans to Complete this Section			
Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness:			
28. DLAE Name (Print) _____		29. DLAE Signature _____	
30. Date _____		15. Preparer's Signature <u>Doug Wilson</u>	
		16. Preparer's Name (Print) <u>Principal Project Manager</u>	
		17. Preparer's Title	
		18. Date <u>5/29/13</u>	19. (Area Code) Tel. No. <u>559.443.5290</u>

Distribution: (1) Copy - Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.
(2) Copy - Include in award package sent to Caltrans DLAE
(3) Original - Local agency files



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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT: A Resolution to Approve a Professional Service Agreement with Willdan Engineering for the preliminary engineering of Twelve Intersections for Signing and Striping at Various Locations and Authorize the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The City of Ridgecrest is proposing to Upgrade Twelve Intersections Signing and Striping at Various Locations using Highway Safety Improvement Project with funds administered by Caltrans. This professional services agreement is for the preparation and provision of environmental studies, survey, design drawings, specifications that comply with City, State, and Federal requirements. The work provided under this agreement will enable this project to advance to the construction phase with a request for authorization to proceed with this phase pursuant to any available funds.

The City solicited proposals from qualified consulting firms to perform the subject professional services. A selection committee reviewed the proposals, scored the top firms, and ranked them. Willdan Engineering was among the top ranked firms. The proposed fee to complete the scope of work is \$35,940.

Staff recommends that the City enter into a professional service agreement with Willdan Engineering for the preparation and provision of environmental studies, survey, design drawings, specifications, for the upgrade of Twelve Intersections with Signing and Striping at Various Locations.

FISCAL IMPACT:

\$35,940.00

Reviewed by Finance Director

ACTION REQUESTED:

Adopt A Resolution That Approves a Professional Service Agreement with Willdan Engineering for the preliminary engineering of Twelve Intersections for Signing and Striping at Various Locations and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Adopt A Resolution That Approves a Professional Service Agreement with Willdan Engineering for the preliminary engineering of Twelve Intersections for Signing and Striping at Various Locations and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

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RESOLUTION NO. 13-xx

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH, WILLDAN ENGINEERING FOR THE PRELIMINARY ENGINEERING OF TWELVE INTERSECTIONS FOR SIGNING AND STRIPING AT VARIOUS LOCATIONS AND AUTHORIZE THE CITY MANAGER, DENNIS SPEER, TO EXECUTE THIS AGREEMENT CONTINGENT UPON THE CITY ATTORNEY'S REVIEW AND APPROVAL OF THE AGREEMENT.

WHEREAS, the City of Ridgecrest is proposing to Upgrade Twelve Intersections with Signing and Striping at Various Locations by Highway Safety Improvement Project funds administered by Caltrans; and

WHEREAS, the City of Ridgecrest is required to complete the environmental compliance and design phases of the project prior to requesting construction authorization; and

WHEREAS, the City of Ridgecrest authorized the issuance of a request for proposal for professional civil engineering services; and

WHEREAS, proposals were received and officially opened for examination and review; and

WHEREAS, the selection committee reviewed and analyzed the proposals; and

WHEREAS, the selection committee scored and ranked the top firm; and

WHEREAS, Willdan Engineering was among the top firms; and

WHEREAS, staff recommends Willdan Engineering as the consultant best qualified to provide this service; and

WHEREAS, the proposed fee of \$35,940 is within the budget for these services and being expended from account number 018-4760-430-2106 ST13-07.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby approves the Professional Service Agreement with Willdan Engineering for the preparation and provision of the environmental studies, survey, design drawings, specifications for the preliminary engineering of Twelve Intersections for Signing and Striping at Various Locations and Authorizes the City Manager to execute this agreement.

APPROVED AND ADOPTED THIS 17th day of July by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

May 29, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: Proposal for Upgrade 12 Intersection Signs and Street Striping

Dear Ms. Ford:

Willdan Engineering is pleased to submit this proposal to the City of Ridgecrest to provide environmental and design services relating to the City's federally funded Upgrade 12 Intersection Signs and Street Striping Project. We have prepared this proposal to provide the services outlined in the City's Request for Proposals. We understand that we are considered as a qualified consultant based on our previously submitted statement of qualifications submittal for multidisciplinary professional services. Therefore this proposal is limited to a project specific work plan and includes project team, understanding, approach, and scope. The fee proposal is submitted in a separate sealed envelope, per the City's RFP.

Willdan is currently working on or has recently completed several Highway Safety Improvement (HSIP) projects, with similar scopes of work, for the Cities of La Puente, Highland, Lawndale and South Gate. Willdan has built its reputation for excellence on these types of project. Our extensive experience and expertise with federally funded projects, public works design, and environmental compliance, and our versatile in-house staff, makes us a particularly strong partner on this important endeavor.

Willdan has assembled a team of professionals who are committed to providing the City with quality service and results. Our company size and wide-ranging services allow us to provide all of the City's requested services with in-house staff. Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, Inc., a certified UDBE, for this purpose. We are pleased to propose Ms. Vanessa Muñoz, PE, TE, PTOE, as Project Manager, Mr. Dean Sherer, AICP, ENV SP, as our Environmental Planner, and Mr. Reggie Greene, as Lead Design Engineer.

The contact person authorized to make representations for Willdan is Ms. Vanessa Muñoz, PE, TE, PTOE, Deputy Director of Engineering. Ms. Muñoz has successfully managed numerous similar projects over the past several years.

We are confident that our services in environmental compliance and design are highly qualified and sincerely hope for the opportunity to demonstrate this to the City of Ridgecrest. The enclosed project understanding, approach and scope of work identifies all of the tasks which will be necessary to complete this project in compliance with guidelines. If there are any questions regarding this submittal or our qualifications, please contact Ms. Muñoz at 562.908.6225 or by email at vmunoz@willdan.com.

Respectfully submitted,

Willdan Engineering



Lew Gluesing, PE, TE, PTOE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

VM:mh
91005-11\06-160\P13-086_7571



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Project Team

A successful partnership for this type of project requires expertise in environmental compliance, design engineering, and federal funding compliance and effective coordination with the City staff, Caltrans, contractors, communities, and other project stakeholders to ensure the project reflects the expectations of its stakeholders. Willdan understands that key personnel assigned on City projects shall not be reassigned without prior written approval from the City.

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the individuals assigned to the team. Willdan offers the City of Ridgecrest a highly qualified team of in-house professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the City's federally-funded Upgrade 12 Intersection Signs and Street Striping project.

Brief biographies of our project team detailing their experience and their roles for similar, relevant projects are provided herein.

Project Management Team

Ms. Vanessa Muñoz, PE, TE, PTOE will be the **Project Manager and the main point of contact** for the project. Ms. Muñoz has 15 years of traffic and transportation experience and is an accomplished engineer for multidiscipline and multi-agency traffic and transportation projects similar to those identified by the City's RFP. Ms. Muñoz is known for providing innovative quality engineering services to ensure project delivery within budget and schedule. She is responsible for analysis, coordination, and design of various projects, including preparation of PS&E for traffic signals, signing, striping, traffic control, street lighting and street improvement projects. Ms. Muñoz has supervised the completion of more than 1,000 projects and has designed more than 300 new and modified traffic signals. Ms. Muñoz has supervised the completion of numerous federally funded projects including SRTS, HSIP, ARRA and STPL.

As Project Manager, Ms. Muñoz will:

- Establish appropriate organizational structures to best provide the services needed.
- Monitor, review and report on the project's status to the City at regular intervals.
- Solicit information from and coordinate reviews by the City.
- Be the primary contact and focus of project correspondence in order to maximize communications between the City, Caltrans other agencies, and the Willdan team.
- Monitor the general progress of the project, and will thoroughly review all major documents prior to submittal to the City.

Mr. Douglas Wilson, PE, will serve as our **QA Officer**. He is a principal project manager in the City Engineering Group and is the Program Manager for Willdan's on call contract with the City of Ridgecrest. Mr. Wilson has established excellent working relationships with various Public Works team members at the City and will continue to provide ongoing project and staff support for work assignments pursuant to this contract.

In accordance with Willdan's QA program, Mr. Wilson will oversee the implementation of this contract specific QA program. Mr. Wilson will meet quarterly with the City's Public Works Director and/or City Engineer to review the progress and performance. Any identified performance issues will be addressed.

Mr. Wilson will administer the QA/QC program for this contract in accordance with this contract's QA program and the corporation QA program. He will work closely with our Project Manager, Ms. Muñoz, for this specific QA program to ensure our services to the City and its citizens are exemplary.



Environmental Compliance Team

Mr. Dean Sherer, AICP, ENV SP, will serve as the **Lead Environmental Planner**. Mr. Sherer is an urban and environmental planner specializing in environmental documentation and analysis, land use planning, and general plan element preparation. Mr. Sherer has over 30 years of experience in the management and preparation of planning studies, public policy plans, and environmental documents pursuant to CEQA and NEPA. Mr. Sherer has served as the Project Manager for numerous projects. His environmental planning experience encompasses capital improvement projects, long-range plans, and discretionary entitlement projects. He has worked extensively with Caltrans in preparing NEPA environmental documents for a variety of Local Assistance projects including bridge widenings and replacements, roadway and intersection safety improvements, and other infrastructure related improvement projects.

Design Team

Mr. Tyrone Peter will serve as **Lead Civil Designer** for the preparation of the access ramp street improvement plans and specifications. Mr. Peter offers six years of experience. He is primarily responsible for the design and preparation of plans and specifications of public works improvement projects, including streets, highways, storm drains and writing specifications for several public agencies in Southern California.

Mr. Reggie Greene, will serve as **Lead Traffic Designer** for the preparation of signing and striping plans and specifications of the proposed improvements. Mr. Greene provides assistance in traffic design services for a variety of traffic engineering projects for client cities, outside agencies, and California Department of Transportation (Caltrans) projects including traffic signals, signing, striping, traffic control, and street lighting. Mr. Greene offers 15 years of traffic-related experience and has experience using AutoCAD, MicroStation, SPEEDPLOT, and Crossroads Collision software. Additionally, he has experience using Caltrans' Standard Plans, Traffic Manual, Manual on Uniform Traffic Control Devices (MUTCD), California Manual on Uniform Traffic Control Devices (California MUTCD), and Highway Design Manual.

Mr. Jeffrey Lau will assist Mr. Greene in preparation of signing and striping plans and specifications. Mr. Lau offers 9 years of traffic-related experienced in traffic engineering design and is proficient in both MicroStation and AutoCAD. Mr. Lau has provided support for various traffic design jobs including fieldwork, CADD drafting and design services for street lighting, traffic signals, and signing and striping.

Utility Coordination Team

Mr. Edward Cox will serve as the **Utility Coordinator** and will be responsible for coordination with utility agencies whose facilities may be affected by the proposed construction projects. Utility coordination will play a critical role in minimizing construction delays, change orders, and preventing damage to existing utilities within the project area. Therefore, Willdan has assigned Mr. Cox to focus solely on utility research and coordination.

Federal Compliance Team

Ms. Diane Rukavina, PE, will serve as **Special Funding Engineer**. Ms. Rukavina has 31 years of experience in municipal engineering and has processed over 75 federal-/state-funded projects, including STPL, SRTS, SR2S, HBP, HSIP, CMAQ, TCSP, ARRA, and SAFETEA-LU – from request for authorization to final invoicing for 22 cities.

Subconsultants

Land Surveying

Espinosa Surveying, Inc. is a full service land surveying firm established in 1991 based in Fresno, with an office in Sacramento. They have been added to our team to provide surveying services. The firm is a certified DBE with the City of Fresno, UDBE with Caltrans, Small Business with the Department of



General Services, and certified WMBE (women minority business enterprise) with CPUC. Their firm is also self certified for federal work as a SBE (small business enterprise), WOSB (woman-owned small business), and a SDB (small disadvantage business).

Espinosa's surveying division consists of a professional staff with expertise in various aspects of land surveying, which includes boundary, topography, construction, and ALTA surveys. Their full CAD capability enables them to prepare parcel maps, subdivision maps, record-of-survey maps, topography maps, right-of-way maps, and volume calculations. Their professional staff includes licensed surveyors, registered engineers, construction managers, and administration.

Members of the team have previously worked together with Willdan Engineering to successfully complete projects for the City of Ridgecrest.

Project Team Availability

Willdan is committed to providing the staffing and resources required to complete the City's project on schedule and within the allotted and agreed upon budget. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations database for all projects. The projections for each project are aggregated by technical disciplines to produce company-wide labor needs and to identify shortages or surpluses. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis.

As requested in the City's Request for Proposal, a breakdown of our team's availability is provided herein.

Staff	Position	Availability
Vanessa Muñoz, PE, TE, PTOE	Project Manager	40%
Dean Sherer, AICP, ENV SP	Lead Environmental Planner	60%
Tyrone Peters	Lead Civil Designer	60%
Reggie Greene	Lead Traffic Designer	70%
Jeffrey Lau	Traffic Designer	60%
Ed Cox	Utility Coordinator	60%
Diane D. Rukavina, PE	Special Funding Engineer	65%

Project Understanding, Approach, and Scope of Work

Project Understanding

Willdan understands that the City of Ridgecrest is seeking a professional consultant to perform environmental, design engineering, and federal compliance services for the City's Upgrade 12 Intersection Signing and Striping project. The project includes design and installation of access ramps, signing and striping for the intersection of Richmond Road/California Avenue; Downs Street/Bowman Road; Downs Street/Dolphin Avenue; Downs Street/Graaf Avenue; Downs Street/Upjohn Avenue; Downs Street/Ward Avenue; Norma Street/Bowman Road; Norma Street/Moyer Avenue; Norma Street/Reeves Avenue; Norma Street/Sydnor Avenue and Norma Steet/Upjohn Avenue. The design will utilize the California Manual of Uniform Traffic Control Devices (California MUTCD) current editions and the Caltrans Standard Plans and Specifications. Furthermore, the proposed improvements will be designed in compliance with current Americans with Disabilities Act (ADA) requirements at the time of design engineering commencement

The current California MUTCD has various warning and regulatory sign modifications. To ensure the City is complying with current guidelines, the manual will be used as a guideline for the installation and replacement of all types of signs. The city will be notified of any changes that are required per the California MUTCD including but not limited to standard sign size, reflectivity and usage of signs.

We understand that the proposed improvements are funded HSIP federal programs and require the services of a consultant with expertise in the management of federally-funded projects.



Project Approach

Project Management

Willdan utilizes a unified management approach where each project is undertaken by a project team. Each project is assigned to a senior member of our staff with the background, experience, and availability best suited for the assignment.

Our proposed project manager and task leaders bring both diversity and commonality of project experience that will benefit discussions on final design implementation. Over time, these leaders have individually and collectively assisted and facilitated the environmental compliance, design, construction management, inspection, and labor compliance services for numerous federal-funded projects.

During all phases of the project, Willdan will provide coordination with the City Staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements.

Willdan proposes to perform all scoped services, with the exception of topographic survey, with in-house staff. Willdan has the capability to provide surveying services in-house as well. However, we have teamed with Espinosa Surveying due to their closer office proximity to the project location, familiarity with the Ridgecrest area and City expectations, and their UDBE status. Willdan also retains the services of a subconsultant, on standby, in the event that Caltrans requires areas additional technical studies to be performed.

Environmental Compliance

We understand that the Highway Safety Improvement project will rely on federal funding. For those projects where federal funds will be used, the environmental documentation must be in compliance with the provisions of the National Environmental Policy Act (NEPA) as well as the California Environmental Quality Act (CEQA). Accordingly, we have provided a Scope of Services to complete the CEQA and NEPA environmental documentation for the projects which is discussed below under Scope of Work.

Survey and Base Plan Preparation

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.

Willdan will prepare a base plan with the existing improvements for the project area. Willdan will prepare a base plan with the existing right-of-way and proposed improvements for the project. From the base plan, we will prepare construction plans. A ground survey will be conducted for Norma Street between Moyer and Graaf Avenues to establish horizontal control (CCS83), centerline control, identification of survey monuments, visible surface utilities, edge of pavements, and grade breaks, and to provide supplemental shots in identified areas of concern based on preliminary engineering.

Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, a certified UDBE, for this purpose. Through Espinosa, Willdan will perform ground surveys necessary to design the intended street construction. Our surveyor will set a recoverable benchmark and horizontal control on site.

Utility Notice and Coordination

Willdan does not take utility coordination lightly. Willdan employs specialists who work with the utilities on a regular basis. This improves the communications and decreases the time that may be required to obtain information from the utilities. Identifying and avoiding utilities during our design will minimize the potential for costly delays during construction. During the initial information gathering task of this project, Willdan will mail utility notices using project location maps as a basis for information requests. Willdan has an updated list of utility companies to use for this purpose. Follow-up correspondence and coordination with utilities will be ongoing and will be incorporated into our design at all stages. A second utility notice will be



sent out at the 60 percent design milestone with an 11-inch by 17-inch set of the plan sheet layouts showing the utility base plan to ensure confidence in the location of all utilities.

Design Engineering

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, signing and striping, traffic signal, and any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.

Willdan will prepare a base plan with the existing improvements for the project areas. The City's GIS base map and aerial photo, with right-of-way, contours, and other available layers as are appropriate will provide the basis of the plan sheet layouts. A ground survey will be conducted to establish horizontal control, centerline control, identification of survey monuments, visible surface utilities, curbs and gutters, edge of pavements, and grade breaks. For all proposed improvements identified in the City's HSIP application, ground survey will be provided for Norma Street between Moyer and Graaf Avenue.

Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, a certified UDBE, for this purpose. Through Espinosa, Willdan will perform ground surveys necessary to design the intended street construction/rehabilitation. Right of way data shown on the plans will be based on a combination of GIS data, which Willdan already has, and available record drawings. Willdan will prepare a base plan with the existing right-of-way and proposed improvements for the project. From the base plan, we will prepare detailed construction plans.

Willdan will prepare engineering drawings for the proposed improvements identified in the City's HSIP application. Plans will be prepared on 22-inch by 34-inch layout. Plans will be submitted half size and full size on bond at 30-, 60-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.

During all phases of the project, Willdan will provide coordination with City staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements. Draft plans will be submitted to the City staff at the design submittal milestones.

Street construction projects typically require traffic control plans (TCP) to be furnished by the contractor as part of the construction contract. The City maintains control over the traffic handling through appropriate specifications in the contract documents and requiring TCP approval by the City Engineer. This provides the most economical approach and also allows the traffic handling to be adapted with specificity for the final order of work that the contractor will implement. However, if the City would like to include engineered TCP in the bid set for particular areas of concern, Willdan will prepare them for additional compensation.

Utilizing the City-provided boilerplate Willdan will prepare the project's Specifications, complete and ready for bidding purposes using the latest edition the State of California Department of Transportation Standard Plans and Specifications. Willdan's specifications will support the construction of proposed improvements. A full set of specifications will be provided at 60 and 100 percent design levels. Willdan will address traffic control requirements in the contract documents and specifications to construct the improvements.

Willdan Engineering will prepare a detailed engineer's estimate of probable costs in Microsoft Excel spreadsheet format. The items will be arranged in chronological order of construction and will be consistent with bid items included in the contractors' bid forms. The estimate will be based upon recent bid prices for similar street construction projects in Ridgecrest and vicinity. Backup quantity calculations will be provided showing detailed computations for accuracy of the quantities upon request. The engineer's construction cost estimate will be based on plan sheet quantities and will be furnished at 30-60-percent and final 100-percent design milestones.

Upon completion of the engineering design drawings and bid package, Willdan will provide public bidding services as scoped in the following section.



State and Federal Procedures

Willdan's staff has over 25 years experience preparing and processing various Caltrans-related projects for local agencies, including state and federal funding forms, checklists, invoices, and reports of expenditures. With numerous completed projects and more than a dozen in progress, Willdan has assisted cities at various stages of state- and federal-funded projects – from the initiating request to final invoicing. Although each program may encompass different components and requirements, the general process remains the same – following the Caltrans Local Assistance Procedures Manual (LAPM). Our staff stays apprised of revisions to procedures and forms in the LAPM through Local Programs Procedures (LPPs) and Division of Local Assistance Office Bulletins (DLA-OBs). Willdan's staff maintains quality relationships with Caltrans' District Local Assistance staff.

The first of business will be to submit this Request for Authorization (RFA) package for Preliminary Engineering. Only eligible work performed after the date of Federal Authorization (E-76 for Preliminary Engineering) is eligible for federal reimbursement.

Quality Assurance/Control

Willdan recognizes the importance of quality control and its direct relationship to a project's success. Our standard practice is to prepare a project-specific quality control plan and issue copies to our clients and team members as specified by Willdan's Quality Assurance Manual. This manual includes a series of checking procedures for contract documents and involves quality control reviews by senior level staff. The project quality assurance plan will identify checking procedures for computations, plans, and submittals and will provide procedures for corrections and back checking. It will define procedures for logging, disseminating, and filing correspondence into proper indices. The plan includes the project description, objectives, required services, organization, schedule, standards of practice, project procedures, and procedures for preparing calculations, drawings, and reports.

The basic goal of the quality assurance plan is to provide quality work delivered on time and within budget. Quality control is an ongoing process with concepts and solutions subject to change and improvement throughout the design. The primary tool of the plan effort is a periodic project team meeting with goals of addressing interdisciplinary coordination issues, identifying key dates for information to maintain the project schedule, investigating constructability, discussing the construction sequence, and tracking progress.

Willdan requires formal quality control file reviews at three critical stages; 30-60- and final 100-percent of completion. The project manager reviews the file and ensures it is completed pursuant to the Caltrans LAPM. Quality control comments and resulting actions are noted and compiled for Willdan's file review.

Scope of Work

Preliminary Engineering Services

1. Conduct kickoff meeting with City staff to review the project scope of work, schedule, funding requirements, and goals.
2. Coordination with Caltrans District 9 Local Assistance Engineer.
3. Review City's Highway Safety Improvement Program Cycle 5 application.
4. Conduct site visit and field review at each of the project area.
5. Research Right of Way impacts of proposed improvements.
6. Prepare conceptual plans for inclusion with Request for Authorization submission to Caltrans for Preliminary Engineering.



Environmental Compliance

The following describes the tasks to be completed to prepare the NEPA and CEQA documentation for the proposed projects:

NEPA

Willdan anticipates the proposed project will be subject to federal approvals because it will draw upon federal funding sources to complete the proposed improvements. Therefore, Willdan will coordinate the compliance with federal environmental regulations and prepare the required NEPA documentation for the project as described below.

Pursuant to Section 6005 of the NEPA Delegation Pilot Program, Caltrans will act as the lead NEPA agency for the project and will implement the Federal Highway Administration's (FHWA's) NEPA regulations (23 CFR 773). Based on the City's description of the project, we have determined that the project's NEPA document will be a Categorical Exclusion (CE) (Section 6004) without required technical studies based on the following exclusion category:

Highway safety or traffic operations improvement projects including the installation of ramp metering control devices and lighting (See 23 CFR 771.117[d][2]).

The actual CE determination will be made in consultation with Caltrans District 9 staff.

The tasks involved in completing the CE for the project including the following:

- Conduct a Field Visit/Environmental Resources Survey
- Prepare Narrative Responses to Each Item on the Preliminary Environmental Studies (PES) Form
- Prepare PES Form Attachments (maps, diagrams, etc.)
- Coordination with Caltrans for Review and Approval of the PES Form (assumes 1 round of Caltrans review)
- Preparation of the Final PES Form for Caltrans' Signature

CEQA

A CEQA Class I Categorical Exemption determination will be made on this project. Willdan will prepare a CEQA Notice of Exemption Form for the project in conformance with Appendix E of the CEQA Guidelines.

Design Engineering

Project Management

Ms. Muñoz will maintain contact with the City Engineer primarily through weekly email updates on project status. It is our experience that maintaining frequent communication results in early identification and resolution of potential problems that could otherwise cause the project to get off track.

Upon receipt of Notice to Proceed, a project kick-off meeting will be conducted to meet with City Staff and review the project goals, timeline, and scope of work. Each aspect of the project will be discussed, including the design criteria, utility coordination, federal funding compliance, environmental compliance, HSIP requirements, plan preparation and specifications, cost estimates, submittal reviews, and anticipated construction issues. Items covered will also include, but not be limited to, ADA compliance, design parameters and any other special concerns of the City. .

Willdan will obtain supporting documentation such as GIS and aerial photo files, utility contacts, record drawings, existing drainage reports, and current boilerplate specification documents from the City at this time.



Throughout the duration of the project, Willdan will coordinate the work of our staff and survey subconsultant and monitor progress against the schedule and implement corrective actions if there are signs of the schedule slipping or the budget being overrun.

Survey and Base Plan Preparation

A ground survey will be conducted for *Norma Street between Moyer and Graaf Avenues* to establish horizontal control, and centerline control.

The design survey will include topo, locating visible surface utilities, existing manhole rims, elevations and recovering/restoring street monumentation. The survey will include centerline, grade breaks, edge of pavement, lip of gutters, flow line, top of curb, and back of walk.

The additional nine (9) intersections base plan will be prepared by Willdan with as-builts, field verification and available GIS information.

Utility Notice and Coordination

Willdan will be responsible for the following:

- Notify and coordinate with the utility agencies regarding the project-related modification of their facilities. Determine special requirements for utility facilities, including protection, right-of-way, and construction methods within the vicinity of the utility.
- Provide a second utility notification letter (prepare to relocate) and a third utility notification letter (notice to relocate).
- If necessary, provide a fourth utility notification letter (notice to relocate immediately).
- Submit a preliminary and final set of plans to each utility company that provides the location, elevation of the utility, and the conflict area clouded to show the utility companies the areas that conflict.
- Verify that the project's final design is compatible with known utilities in the project area to be installed, relocated, adjusted, or otherwise modified, including adding utility relocation windows into the construction schedule as necessary.

Plans, Specifications, and Estimate

1. Prepare detailed construction plans for proposed signing and striping improvements. Proposed improvements will be designed in compliance with current Americans with Disabilities Act (ADA) requirements at the time of design engineering commencement. Plans will be prepared on 22-inch by 34-inch layout and will be submitted half size and full size on bond at 30-, 60-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.
 - a. Street Plans
Construction plans will include 40 scale street improvement, notes, and details sufficient to support bid and construction. Plan will include existing and proposed design for access ramps.
 - b. Signing and Striping Plans
Signing and Striping plans will be prepared at a 40 scale and will install, remove and/or replace signs and refresh and/or modify striping.
2. Prepare contract documents, including notice inviting bids, bid schedule, bid forms, sample agreement, and federal compliance requirements.
3. Compile current general provisions as provided by the City of Ridgecrest.
4. Prepare technical specifications, in Caltrans format, for proposed improvements in accordance with industry standards.



5. Prepare Engineer's Opinion of Probable Cost.

Federal Compliance

Request for Authorization to Proceed with Preliminary Engineering (E-76 for PE)

1. Prepare the *Request for Authorization to Proceed with Preliminary Engineering (LAPM Exhibit 3-A)*, *Data Sheets (LAPM Exhibit 3-E)*, and *Local Assistance Project Prefixes (LAPM Exhibit 3-L)* to initiate the obligation of federal funds by Caltrans for the preliminary engineering phase of the project.
2. Prepare the *Finance Letter (LAPM Exhibit 15-N)* based on the City's approved HSIP application.
3. Prepare the *Local Programs Agreement Checklist (LAPM Exhibit 4-A)* to request the preparation of the Program Supplement Agreement to encumber the federal funds for the project.
4. Submit to Caltrans DLAE Item Nos. 1 through 3 along with a copy of the approved FTIP sheet and approved application to initiate the obligation of funds for preliminary engineering.

Field Review

1. Prepare the *Field Review (LAPM Exhibit 7-B)*, *Field Review Attendance Roster (LAPM Exhibit 7-G)*, and *Roadway Data (LAPM Exhibit 7-C)*.
2. Submit to Caltrans DLAE along with a copy of the approved FTIP sheet within 4 months of obtaining the E-76 for Preliminary Engineering.

Right of Way Certification (no Federal participation in utility relocations)

1. Following receipt of the required utility information, determine whether the project qualifies to use the Short Form ROW Certification if the project does not require right of way acquisition or relocation assistance, does not involve the railroad, and relocations are limited to adjustments of utility covers only to meet the finish roadway grade.
2. If applicable, prepare the *Short Form Right of Way Certification for Local Assistance Project Off State Highway System (LAPM Exhibit 13-A)*, the *Project Engineer's Certification of Utilities* for the Resident Engineer's signature, and the *Utility Cover Adjustment Summary (LAPM Exhibit 13-A)* if the adjustment of utility covers is checked. Or, if applicable, prepare the *Right of Way Certification Off State Highway System (LAPM Exhibit 13-B)* and the *Project Engineer's Certification of Utilities* for the Resident Engineer's signature.
3. Submit to Caltrans DLAE along with the final plans, required backup documentation from utilities, a copy of the City Resolution authorizing a City official to execute right of way certifications, and a copy of the approved environmental document to obtain right of way certification. (Short Form ROW package may be submitted with Request for Authorization for Construction package.)

Request for Authorization to Proceed with Construction (E-76 for CON)

1. Upon receiving right of way certification and final PS&E, prepare the *Request for Authorization (LAPM Exhibit 3-D)* and *Data Sheets (LAPM Exhibit 3-E)* to initiate the obligation of federal funds by Caltrans for the construction of the project.
2. Prepare the *Preliminary Estimate of Cost (LAPM Exhibit 12-A)* and *Finance Letter (LAPM Exhibit 15-N)* based on the engineer's final opinion of probable construction cost.



3. Prepare the *PS&E Certification (LAPM Exhibit 12-C)* for the Resident Engineer's signature and *PS&E Checklist (LAPM Exhibit 12-D)* stating that the PS&E have been prepared in accordance with the Local Assistance Procedures Manual.
4. Prepare the *Local Agency Construction Contract Administration Checklist (LAPM Exhibit 15-A)*.
5. Submit to Caltrans DLAE Item Nos. 1 through 4 along with the plans and specifications to obtain an E-76 for construction.

Progress Invoicing for Preliminary Engineering

1. Prepare *Progress Invoice (LAPM Exhibit 5-A)* at least once every 6 months from the date of the E-76 for Preliminary Engineering, based on the following items: design consultant invoices and copies of cancelled checks for submittal to Caltrans DLAE.
2. Include documents and submittals in a Federal Funding File and make a PDF formatted file on a CD for the City.

Bidding Assistance

1. Willdan will provide engineering support during project bidding. During the Bidding Phase, Willdan Engineering will be available to answer questions regarding the technical provisions of the contract special provisions, the design drawings, or design issues brought up during the bidding process. The preparation of addenda regarding actual omissions or conflicts in the design will be prepared at no charge to the City.
2. Response to up to three requests for information (RFIs).
3. Issuance of up to two addendums during bid advertisement.
4. Following bid opening, Willdan will review and tabulate the bids received by the City.
5. After review of all bid documents, Willdan will make a recommendation to the City for award of the construction contract.

Fees

As directed in the City's Request for Proposal, Willdan has provided our fee schedule in a separate, sealed envelope.

Exceptions to Request for Proposal or Consultant Agreement

Willdan takes no exception to the City's Request for Proposals dated April 25, 2013, except for the comments noted below relating to the consultant agreement.

We have the City's standard agreement language on file from past projects and respectfully request the following changes to meet current acceptable practices in the insurance industry. The requested changes are contractual in nature and do not affect the technical quality or completion of the project.

9. Insurance

(b) (4) Professional liability insurance covering loss resulting from errors or omissions of Consultant with a liability limit of at least \$1,000,000 per occurrence **claim and \$2,000,000 annual aggregate.**

(c) (2) All Coverages: Each policy required in this section shall contain a policy cancellation clause that provides the policy shall not be canceled or otherwise terminated by the insurer or the Consultant or reduced in coverage or in limits except after thirty (30) days' prior written notice by **certified first class** mail, return receipt requested, **postage prepaid**, has been given to the City, Attention: Office Manager.



Required Form

As requested in the City's Request for Proposal, Willdan has provided executed originals of DBE form 10-02. The form has been provided in a separate sealed envelope along with our proposal and fee proposal.

May 29, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: **Fee Proposal for Upgrade 12 Intersection Signs and Street Striping**

Dear Ms. Ford:

Willdan Engineering (Willdan) is pleased to submit this fee proposal to provide environmental compliance and design engineering services relating to the City's federally funded Upgrade 12 Intersection Signs and Street Striping Project as identified in our technical proposal.

Willdan's proposed not-to-exceed fee to provide the services outlined in our proposed Scope of Work is **\$35,940**. This fee is based upon the attached breakdown.

If there are any questions regarding this submittal or our qualifications, please contact Ms. Muñoz at 562.908.6225 or by email at vmunoz@willdan.com.

Respectfully submitted,

Willdan Engineering



Lew Gluesing, PE, TE, PTOE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

VM:mh
91005-11\06-160\P13-086_7571



EXHIBIT 10-02 CONSULTANT CONTRACT DBE INFORMATION

(Inclusive of all DBEs listed at contract award. Refer to instructions on the reverse side of this form)

Consultant to Complete this Section			
1. Local Agency Name: <u>City of Ridgecrest</u>			
2. Project Location: <u>Ridgecrest, California</u>			
3. Project Description: <u>Upgrade 12 Intersection Signs and Street Striping</u>			
4. Total Contract Award Amount: \$ <u>35,940</u>			
5. Consultant Name: <u>Willdan Engineering</u>			
6. Contract DBE Goal %: <u>6.8%</u>			
7. Total Dollar Amount for all Subconsultants: \$ <u>3,300</u>			
8. Total Number of all Subconsultants: <u>1</u>			
Award DBE/DBE Information			
9. Description of Services to be Provided	10. DBE/DBE Firm Contact Information	11. DBE Cert Number	12. DBE Dollar Amount
<u>Land Surveying</u>	<u>ESP Surveying</u> <u>5654 S. Elm Avenue</u> <u>Fresno, CA 93706</u> <u>Phone: 559.442.0883</u> <u>ESP Surveying</u>	<u>12505</u>	<u>\$3,300</u>
Local Agency to Complete this Section			
20. Local Agency Contract Number: _____		13. Total Dollars Claimed	
21. Federal-aid Project Number: _____		<u>\$ 3300</u>	
22. Contract Execution Date: _____		14. Total % Claimed	
Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:		<u>9.2</u> %	
23. Local Agency Representative Name (Print) _____		15. Preparer's Signature <u>Doug Wilson</u> 16. Preparer's Name (Print) <u>Principal Project Manager</u> 17. Preparer's Title <u>5/29/13</u> <u>559.443.5290</u> 18. Date 19. (Area Code) Tel. No.	
24. Local Agency Representative Signature _____	25. Date _____		
26. Local Agency Representative Title _____	27. (Area Code) Tel. No. _____		
Caltrans to Complete this Section			
Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness:			
28. DLAE Name (Print) _____	29. DLAE Signature _____	30. Date _____	

Distribution: (1) Copy – Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.
 (2) Copy – Include in award package sent to Caltrans DLAE
 (3) Original – Local agency files

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT: A Resolution to Approve a Professional Service Agreement with Willdan Engineering for the preliminary engineering of Seven Traffic Signal Modifications and Traffic Signal Timing at Various Locations and Authorize the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The City of Ridgecrest is proposing Seven Traffic Signal Modifications and Traffic Signal Timing at various locations funded by Highway Safety Improvement Project and administered by Caltrans. This professional services agreement is for the preparation and provision of environmental studies, survey, design drawings, specifications that comply with City, State, and Federal requirements. The work provided under this agreement will enable this project to advance to the construction phase with a request for authorization to proceed with this phase pursuant to any available funds.

The City solicited proposals from qualified consulting firms to perform the subject professional services. A selection committee reviewed the proposals, scored the top firms, and ranked them. Willdan Engineering was among the top ranked firms. The proposed fee to complete the scope of work is \$41,030.

Staff recommends that the City enter into a professional services agreement with Willdan Engineering for the preparation and provision of environmental studies, survey, design drawings, specifications, for the Traffic Signal Modification and Traffic Signal Timing.

FISCAL IMPACT:

\$41,030

Reviewed by Finance Director

ACTION REQUESTED:

Adopt a Resolution that Approves a Professional Service Agreement with Willdan Engineering for the preliminary engineering of Seven Traffic Signal Modifications and Traffic Signal Timing at Various Locations and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Adopt a Resolution that Approves a Professional Service Agreement with Willdan Engineering for the preliminary engineering of Seven Traffic Signal Modifications and Traffic Signal Timing at Various Locations and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

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RESOLUTION NO. 13-XX

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH WILLDAN ENGINEERING FOR THE PRELIMINARY ENGINEERING OF SEVEN TRAFFIC SIGNAL MODIFICATIONS AND TRAFFIC SIGNAL TIMING AT VARIOUS LOCATIONS AND AUTHORIZE THE CITY MANAGER, DENNIS SPEER, TO EXECUTE THIS AGREEMENT CONTINGENT UPON THE CITY ATTORNEY'S REVIEW AND APPROVAL OF THE AGREEMENT.

WHEREAS, the City of Ridgecrest is proposing Seven Traffic Signal Modifications and Traffic Signal Timing at various locations funded by Highway Safety Improvement Project; and

WHEREAS, the City of Ridgecrest is required to complete the environmental compliance and design phases of the project prior to requesting construction authorization; and

WHEREAS, the City of Ridgecrest authorized the issuance of a request for proposal for professional civil engineering services; and

WHEREAS, proposals were received and officially opened for examination and review; and

WHEREAS, the selection committee reviewed and analyzed the proposals; and

WHEREAS, the selection committee scored and ranked the top firm; and

WHEREAS, Willdan Engineering was among the top firms; and

WHEREAS, staff recommends Willdan Engineering as the consultant best qualified to provide this service; and

WHEREAS, the proposed fee of \$41,030.00 is within the budget for these services and being expended from account number 018-4760-430-2106 ST13-06.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby approves the Professional Service Agreement with Willdan Engineering for the preparation and provision of the environmental studies, survey, design drawings, specifications for the preliminary engineering of Seven Traffic Signal Modifications and Traffic Signal Timing at various locations and Authorizes the City Manager to execute this agreement.

APPROVED AND ADOPTED THIS 17th day of July by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jason Patin, Vice Mayor

ATTEST:

Rachel J Ford, CMC
City Clerk

May 29, 2013
Revised June 18, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: Proposal for Upgrade of 7 Traffic Signals

Dear Ms. Ford:

Willdan Engineering is pleased to submit this proposal to the City of Ridgecrest to provide environmental and design services relating to the City's federally funded Upgrade of 7 Traffic Signals Project. We have prepared this proposal to provide the services outlined in the City's Request for Proposals. We understand that we are considered as a qualified consultant based on our previously submitted statement of qualifications submittal for multidisciplinary professional services. Therefore this proposal is limited to a project specific work plan and includes project team, understanding, approach, and scope. The fee proposal is submitted in a separate sealed envelope, per the City's RFP.

Willdan is currently working on or has recently completed several Highway Safety Improvement (HSIP) projects, with similar scopes of work, for the Cities of La Puente, Highland, Lawndale and South Gate. Willdan has built its reputation for excellence on these types of project. Our extensive experience and expertise with federally funded projects, public works design, and environmental compliance, and our versatile in-house staff, makes us a particularly strong partner on this important endeavor.

Willdan has assembled a team of professionals who are committed to providing the City with quality service and results. Our company size and wide-ranging services allow us to provide all of the City's requested services with in-house staff. Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, Inc., a certified UDBE, for this purpose. We are pleased to propose Ms. Vanessa Muñoz, PE, TE, PTOE, as Project Manager, Mr. Dean Sherer, AICP, ENV SP, as our Environmental Planner, and Mr. Bob Burch, as Lead Design Engineer.

The contact person authorized to make representations for Willdan is Ms. Vanessa Muñoz, PE, TE, PTOE, Deputy Director of Engineering. Ms. Muñoz has successfully managed numerous similar projects over the past several years.

We are confident that our services in environmental compliance and design are highly qualified and sincerely hope for the opportunity to demonstrate this to the City of Ridgecrest. The enclosed project understanding, approach and scope of work identifies all of the tasks which will be necessary to complete this project in compliance with guidelines. If there are any questions regarding this submittal or our qualifications, please contact Ms. Muñoz at 562.908.6225 or by email at vmunoz@willdan.com.

Respectfully submitted,

Willdan Engineering



Lew Gluesing, PE, TE, PTOE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

VM:mh
91005-11\06-160\P13-087_7584



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Project Team

A successful partnership for this type of project requires expertise in environmental compliance, design engineering, and federal funding compliance and effective coordination with the City staff, Caltrans, contractors, communities, and other project stakeholders to ensure the project reflects the expectations of its stakeholders. Willdan understands that key personnel assigned on City projects shall not be reassigned without prior written approval from the City.

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the individuals assigned to the team. Willdan offers the City of Ridgecrest a highly qualified team of in-house professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the City's federally-funded Upgrade of 7 Traffic Signals project.

Brief biographies of our project team detailing their experience and their roles for similar, relevant projects are provided herein.

Project Management Team

Ms. Vanessa Muñoz, PE, TE, PTOE will be the **Project Manager and the main point of contact** for the project. Ms. Muñoz has 15 years of traffic and transportation experience and is an accomplished engineer for multidiscipline and multi-agency traffic and transportation projects similar to those identified by the City's RFP. Ms. Muñoz is known for providing innovative quality engineering services to ensure project delivery within budget and schedule. She is responsible for analysis, coordination, and design of various projects, including preparation of PS&E for traffic signals, signing, striping, traffic control, street lighting, and street improvement projects. Ms. Muñoz has supervised the completion of more than 1,000 projects and has designed more than 300 new and modified traffic signals. Ms. Muñoz has supervised the completion of numerous federally funded projects including SRTS, HSIP, ARRA, and STPL.

As Project Manager, Ms. Muñoz will:

- Establish appropriate organizational structures to best provide the services needed.
- Monitor, review and report on the project's status to the City at regular intervals.
- Solicit information from and coordinate reviews by the City.
- Be the primary contact and focus of project correspondence in order to maximize communications between the City, Caltrans other agencies, and the Willdan team.
- Monitor the general progress of the project, and will thoroughly review all major documents prior to submittal to the City.

Mr. Douglas Wilson, PE, will serve as our **QA Officer**. He is a principal project manager in the City Engineering Group and is the Program Manager for Willdan's on call contract with the City of Ridgecrest. Mr. Wilson has established excellent working relationships with various Public Works team members at the City and will continue to provide ongoing project and staff support for work assignments pursuant to this contract.

In accordance with Willdan's QA program, Mr. Wilson will oversee the implementation of this contract specific QA program. Mr. Wilson will meet quarterly with the City's Public Works Director and/or City Engineer to review the progress and performance. Any identified performance issues will be addressed.

Mr. Wilson will administer the QA/QC program for this contract in accordance with this contract's QA program and the corporation QA program. He will work closely with our Project Manager, Ms. Muñoz, for this specific QA program to ensure our services to the City and its citizens are exemplary.



Environmental Compliance Team

Mr. Dean Sherer, AICP, ENV SP, will serve as the **Lead Environmental Planner**. Mr. Sherer is an urban and environmental planner specializing in environmental documentation and analysis, land use planning, and general plan element preparation. Mr. Sherer has over 30 years of experience in the management and preparation of planning studies, public policy plans, and environmental documents pursuant to CEQA and NEPA. Mr. Sherer has served as the Project Manager for numerous projects. His environmental planning experience encompasses capital improvement projects, long-range plans, and discretionary entitlement projects. He has worked extensively with Caltrans in preparing NEPA environmental documents for a variety of Local Assistance projects including bridge widenings and replacements, roadway and intersection safety improvements, and other infrastructure related improvement projects.

Traffic Engineering Design Team

Mr. Bob Burch will serve as **Lead Traffic Designer** for the proposed traffic signal improvements. Mr. Burch provides traffic design services for client cities, outside agencies, and California Department of Transportation (Caltrans) projects. Mr. Burch offers 21 years of design and drafting experience. He has experience with both AutoCAD and MicroStation. Specifically, his experience relates to preparing plans, specifications, and estimates for traffic signals, signing and striping, street lighting, traffic control, and stage construction projects and utilizing Caltrans standards.

Mr. Reggie Greene, will assist Mr. Burch in preparation of signing and striping plans and specifications of the proposed improvements. Mr. Greene provides assistance in traffic design services for a variety of traffic engineering projects for client cities, outside agencies, and California Department of Transportation (Caltrans) projects including traffic signals, signing, striping, traffic control, and street lighting. Mr. Greene offers 15 years of traffic-related experience and has experience using AutoCAD, MicroStation, SPEEDPLOT, and Crossroads Collision software. Additionally, he has experience using Caltrans' Standard Plans, Traffic Manual, Manual on Uniform Traffic Control Devices (MUTCD), California Manual on Uniform Traffic Control Devices (California MUTCD), and Highway Design Manual.

Mr. Lew Gluesing, PE, TE, PTOE, will prepare the signal timing chart. Mr. Gluesing has 48 years of experience in traffic and transportation engineering, including neighborhood traffic management, traffic circulation, impact and parking studies, design and operations, municipal engineering, and operational analyses. To date, Mr. Gluesing has supervised the completion of more than 10,000 larger and smaller-scale projects. He has personally designed more than 1,000 new and modified traffic signal installations, as well as two traffic signal master computer systems, employing various interconnect and communication facilities.

Utility Coordination Team

Mr. Edward Cox will serve as the **Utility Coordinator** and will be responsible for coordination with utility agencies whose facilities may be affected by the proposed construction projects. Utility coordination will play a critical role in minimizing construction delays, change orders, and preventing damage to existing utilities within the project area. Therefore, Willdan has assigned Mr. Cox to focus solely on utility research and coordination.

Federal Compliance Team

Ms. Diane Rukavina, PE, will serve as **Special Funding Engineer**. Ms. Rukavina has 31 years of experience in municipal engineering and has processed over 75 federal/state-funded projects, including STPL, SRTS, SR2S, HBP, HSIP, CMAQ, TCSP, ARRA, and SAFETEA-LU – from request for authorization to final invoicing for 22 cities.



Subconsultants

Land Surveying

Espinosa Surveying, Inc. is a full service land surveying firm established in 1991 based in Fresno, with an office in Sacramento. They have been added to our team to provide surveying services. The firm is a certified DBE with the City of Fresno, UDBE with Caltrans, Small Business with the Department of General Services, and certified WMBE (women minority business enterprise) with CPUC. Their firm is also self certified for federal work as a SBE (small business enterprise), WOSB (woman-owned small business), and a SDB (small disadvantage business).

Espinosa's surveying division consists of a professional staff with expertise in various aspects of land surveying, which includes boundary, topography, construction, and ALTA surveys. Their full CAD capability enables them to prepare parcel maps, subdivision maps, record-of-survey maps, topography maps, right-of-way maps, and volume calculations. Their professional staff includes licensed surveyors, registered engineers, construction managers, and administration.

Members of the team have previously worked together with Willdan Engineering to successfully complete projects for the City of Ridgecrest.

Project Team Availability

Willdan is committed to providing the staffing and resources required to complete the City's project on schedule and within the allotted and agreed upon budget. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations database for all projects. The projections for each project are aggregated by technical disciplines to produce company-wide labor needs and to identify shortages or surpluses. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis.

As requested in the City's Request for Proposal, a breakdown of our team's availability is provided herein.

Staff	Position	Availability
Vanessa Muñoz, PE, TE, PTOE	Project Manager	40%
Dean Sherer, AICP, ENV SP	Lead Environmental Planner	60%
Bob Burch	Lead Traffic Designer	60%
Reggie Greene	Traffic Designer	70%
Lew Gluesing, PE, TE, PTOE	Traffic Engineer	40%
Ed Cox	Utility Coordinator	60%
Diane D. Rukavina, PE	Special Funding Engineer	65%

Project Understanding, Approach, and Scope of Work

Project Understanding

Willdan understands that the City of Ridgecrest is seeking a professional consultant to perform environmental, design engineering, and federal compliance services for the City's Upgrade of 7 Traffic Signals project. The project includes design and construction seven (7) traffic signal modifications and traffic signal timing for Norma Street/Ward Avenue; Downs Street/Drummond Avenue; Norma Street/Drummond Avenue; Norma Street/Las Flores Avenue; China Lake Boulevard/California Avenue; French Avenue/Drummond Avenue and China Lake/College Heights Boulevard.

The proposed improvement will include upgrading the traffic signal vehicle heads pedestrian heads, pedestrian push buttons to comply with current traffic signal standards.. Furthermore the traffic signal timing chart will be updated to include current red, yellow and green times and update the pedestrian timing for 3.5 ft/s as well as bicycle timing if needed.

We understand that the proposed improvements are funded by federal programs and require the services of a consultant with expertise in the management of federally-funded projects.



Project Approach

Project Management

Willdan utilizes a unified management approach where each project is undertaken by a project team. Each project is assigned to a senior member of our staff with the background, experience, and availability best suited for the assignment.

Our proposed project manager and task leaders bring both diversity and commonality of project experience that will benefit discussions on final design implementation. Over time, these leaders have individually and collectively assisted and facilitated the environmental compliance, design, construction management, inspection, and labor compliance services for numerous federal-funded projects.

During all phases of the project, Willdan will provide coordination with the City Staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements.

Willdan proposes to perform all scoped services, with the exception of topographic survey, with in-house staff. Willdan has the capability to provide surveying services in-house as well. However, we have teamed with Espinosa Surveying due to their closer office proximity to the project location, familiarity with the Ridgecrest area and City expectations, and their UDBE status.

Environmental Compliance

We understand that the Highway Safety Improvement project will rely on federal funding. For those projects where federal funds will be used, the environmental documentation must be in compliance with the provisions of the National Environmental Policy Act (NEPA) as well as the California Environmental Quality Act (CEQA). Accordingly, we have provided a Scope of Services to complete the CEQA and NEPA environmental documentation for the projects which is discussed below under Scope of Work.

Survey and Base Plan Preparation

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.

Willdan will provide design survey for Norma Street and Drummonds Avenue. The design survey will extend a minimum of 250 feet beyond the curb returns at the intersection. The ground survey will be conducted to establish horizontal control, vertical control, centerline control, and identification of survey monuments.

The other six intersection base plans will be prepared with as-builts and available GIS information.

Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, a certified UDBE, for this purpose. Through Espinosa, Willdan will perform ground surveys necessary to design the intended street construction. Our surveyor will set a recoverable benchmark and horizontal control on site.

Utility Notice and Coordination

Willdan does not take utility coordination lightly. Willdan employs specialists who work with the utilities on a regular basis. This improves the communications and decreases the time that may be required to obtain information from the utilities. Identifying and avoiding utilities during our design will minimize the potential for costly delays during construction. During the initial information gathering task of this project, Willdan will mail utility notices using project location maps as a basis for information requests. Willdan has an updated list of utility companies to use for this purpose. Follow-up correspondence and coordination with utilities will be ongoing and will be incorporated into our design at all stages. A second utility notice will be



sent out at the 60 percent design milestone with an 11-inch by 17-inch set of the plan sheet layouts showing the utility base plan to ensure confidence in the location of all utilities.

Design Engineering

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.

Willdan will prepare a base plan for six (6) of the project locations with the existing improvements for the project areas. The City's GIS base map and aerial photo, with right-of-way, contours, and other available layers as are appropriate will provide the basis of the plan sheet layouts. For the intersection of Norma Street and Drummonds Street ground survey will be conducted to establish horizontal control, vertical control, centerline control, identification of survey monuments, visible surface utilities, curbs and gutters, edge of pavements, and grade breaks.

Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, a certified UDBE, for this purpose. Through Espinosa, Willdan will perform ground surveys necessary to design the intended street construction/rehabilitation. Right of way data shown on the plans will be based on a combination of GIS data, which Willdan already has, and available record drawings. Willdan will prepare a base plan with the existing right-of-way and proposed improvements for the project. From the base plan, we will prepare detailed construction plans.

Willdan will prepare engineering drawings for the proposed improvements identified in the City's HSIP application. Plans will be prepared on 22-inch by 34-inch layout. Plans will be submitted half size and full size on bond at 60-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.

During all phases of the project, Willdan will provide coordination with City staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements. Draft plans will be submitted to the City staff and Caltrans at the design submittal milestones.

Street construction projects typically require traffic control plans (TCP) to be furnished by the contractor as part of the construction contract. The City maintains control over the traffic handling through appropriate specifications in the contract documents and requiring TCP approval by the City Engineer. This provides the most economical approach and also allows the traffic handling to be adapted with specificity for the final order of work that the contractor will implement. However, if the City would like to include engineered TCP in the bid set for particular areas of concern, Willdan will prepare them for additional compensation.

Utilizing the City-provided boilerplate Willdan will prepare the project's Specifications, complete and ready for bidding purposes using the latest edition the State of California Department of Transportation Standard Plans and Specifications. Willdan's specifications will support the construction of proposed improvements. A full set of specifications will be provided at 60 and 100 percent design levels. Willdan will address traffic control requirements in the contract documents and specifications to construct the improvements.

Willdan Engineering will prepare a detailed engineer's estimate of probable costs in Microsoft Excel spreadsheet format. The items will be arranged in chronological order of construction and will be consistent with bid items included in the contractors' bid forms. The estimate will be based upon recent bid prices for similar street construction projects in Ridgecrest and vicinity. Backup quantity calculations will be provided showing detailed computations for accuracy of the quantities upon request. The engineer's construction cost estimate will be based on plan sheet quantities and will be furnished at 60-percent and final 100-percent design milestones.

Upon completion of the engineering design drawings and bid package, Willdan will provide public bidding services as scoped in the following section.



State and Federal Procedures

Willdan's staff has over 25 years experience preparing and processing various Caltrans-related projects for local agencies, including state and federal funding forms, checklists, invoices, and reports of expenditures. With numerous completed projects and more than a dozen in progress, Willdan has assisted cities at various stages of state- and federal-funded projects – from the initiating request to final invoicing. Although each program may encompass different components and requirements, the general process remains the same – following the Caltrans Local Assistance Procedures Manual (LAPM). Our staff stays apprised of revisions to procedures and forms in the LAPM through Local Programs Procedures (LPPs) and Division of Local Assistance Office Bulletins (DLA-OBs). Willdan's staff maintains quality relationships with Caltrans' District Local Assistance staff.

The first of business will be to submit this Request for Authorization (RFA) package for Preliminary Engineering. Only eligible work performed after the date of Federal Authorization (E-76 for Preliminary Engineering) is eligible for federal reimbursement.

Quality Assurance/Control

Willdan recognizes the importance of quality control and its direct relationship to a project's success. Our standard practice is to prepare a project-specific quality control plan and issue copies to our clients and team members as specified by Willdan's Quality Assurance Manual. This manual includes a series of checking procedures for contract documents and involves quality control reviews by senior level staff. The project quality assurance plan will identify checking procedures for computations, plans, and submittals and will provide procedures for corrections and back checking. It will define procedures for logging, disseminating, and filing correspondence into proper indices. The plan includes the project description, objectives, required services, organization, schedule, standards of practice, project procedures, and procedures for preparing calculations, drawings, and reports.

The basic goal of the quality assurance plan is to provide quality work delivered on time and within budget. Quality control is an ongoing process with concepts and solutions subject to change and improvement throughout the design. The primary tool of the plan effort is a periodic project team meeting with goals of addressing interdisciplinary coordination issues, identifying key dates for information to maintain the project schedule, investigating constructability, discussing the construction sequence, and tracking progress.

Willdan requires formal quality control file reviews at three critical stages; namely 30-, 60-, and 100-percent of completion. The project manager reviews the file and ensures it is completed pursuant to the Caltrans LAPM. Quality control comments and resulting actions are noted and compiled for Willdan's file review.

Scope of Work

Preliminary Engineering Services

1. Conduct kickoff meeting with City staff to review the project scope of work, schedule, funding requirements, and goals.
2. Coordination with Caltrans District 9 Local Assistance Engineer.
3. Review City's Highway Safety Improvement Program Cycle 5 application.
4. Conduct site visit and field review at each of the project area.

Environmental Compliance

The following describes the tasks to be completed to prepare the NEPA and CEQA documentation for the proposed projects:



NEPA

Willdan anticipates the proposed project will be subject to federal approvals because it will draw upon federal funding sources to complete the proposed improvements. Therefore, Willdan will coordinate the compliance with federal environmental regulations and prepare the required NEPA documentation for the project as described below.

Pursuant to Section 6005 of the NEPA Delegation Pilot Program, Caltrans will act as the lead NEPA agency for the project and will implement the Federal Highway Administration's (FHWA's) NEPA regulations (23 CFR 773). Based on the City's description of the project, we have determined that the project's NEPA document will be a Categorical Exclusion (CE) (Section 6004) without required technical studies based on the following exclusion category:

Highway safety or traffic operations improvement projects including the installation of ramp metering control devices and lighting (See 23 CFR 771.117[d][2].

The actual CE determination will be made in consultation with Caltrans District 9 staff.

The tasks involved in completing the CE for the project including the following:

- Conduct a Field Visit/Environmental Resources Survey
- Prepare Narrative Responses to Each Item on the Preliminary Environmental Studies (PES) Form
- Prepare PES Form Attachments (maps, diagrams, etc.)
- Coordination with Caltrans for Review and Approval of the PES Form (assumes 1 round of Caltrans review)
- Preparation of the Final PES Form for Caltrans' Signature

CEQA

A CEQA Class I Categorical Exemption determination will be made on this project. Willdan will prepare a CEQA Notice of Exemption Form for the project in conformance with Appendix E of the CEQA Guidelines.

Design Engineering

Project Management

Ms. Muñoz will maintain contact with the City Engineer primarily through weekly email updates on project status. It is our experience that maintaining frequent communication results in early identification and resolution of potential problems that could otherwise cause the project to get off track.

Upon receipt of Notice to Proceed, a project kick-off meeting will be conducted to meet with City Staff and review the project goals, timeline, and scope of work. Each aspect of the project will be discussed, including the design criteria, utility coordination, federal funding compliance, environmental compliance, HSIP requirements, plan preparation and specifications, cost estimates, submittal reviews, and anticipated construction issues.

Willdan will obtain supporting documentation such as GIS and aerial photo files, utility contacts, record drawings, existing drainage reports, and current boilerplate specification documents from the City at this time.

Throughout the duration of the project, Willdan will coordinate the work of our staff and survey subconsultant and monitor progress against the schedule and implement corrective actions if there are signs of the schedule slipping or the budget being overrun.



Survey and Base Plan Preparation

A ground topographic survey will be conducted for the intersection of Norma Street and Drummonds Avenue. The design survey will extend a minimum of 250 feet beyond the curb returns at the intersection. The ground survey will be conducted to establish horizontal control, vertical control, centerline control, identification of survey monuments, and to provide supplemental shots in identified areas of concern based on preliminary engineering.

The design survey will include topo, locating visible surface utilities, existing manhole rims, elevations and recovering/restoring street monumentation. The survey will include centerline, grade breaks, edge of pavement, lip of gutters, flow line, top of curb, and back of walk.

The additional six (6) intersections base plan will be prepared by Willdan with as-builts, field verification and available GIS information.

Utility Notice and Coordination

Willdan will be responsible for the following:

- Notify and coordinate with the utility agencies regarding the project-related modification of their facilities. Determine special requirements for utility facilities, including protection, right-of-way, and construction methods within the vicinity of the utility.
- Provide a second utility notification letter (prepare to relocate) and a third utility notification letter (notice to relocate).
- If necessary, provide a fourth utility notification letter (notice to relocate immediately).
- Submit a preliminary and final set of plans to each utility company that provides the location, elevation of the utility, and the conflict area clouded to show the utility companies the areas that conflict.
- Verify that the project's final design is compatible with known utilities in the project area to be installed, relocated, adjusted, or otherwise modified, including adding utility relocation windows into the construction schedule as necessary.

Plans, Specifications, and Estimate

1. Prepare detailed construction plans for proposed traffic signal improvements. Plans will be prepared on 22-inch by 34-inch layout and will be submitted half size and full size on bond at 60-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.
 - a. Traffic Signal Plans

Traffic signal plan will be prepared at a 20 scale and will include existing and proposed improvement such as pedestrian countdown heads, pedestrian push buttons and vehicle heads. Since the earth will not be disturbed we do not anticipate needing to upgrade the access ramps to meet ADA standards. The traffic signal plan underground will be based on as-builts and no field verification of the wiring and conduit sizing will be provided. Field verification for the existing conditions above ground will be provided.
2. Prepare contract documents, including notice inviting bids, bid schedule, bid forms, sample agreement, and federal compliance requirements.
3. Compile current general provisions as provided by the City of Ridgecrest.
4. Prepare technical specifications, in Caltrans format, for proposed improvements in accordance with industry standards.
5. Prepare Engineer's Opinion of Probable Cost.



6. Prepare Traffic Signal Timing Chart for each intersection.

Federal Compliance

Request for Authorization to Proceed with Preliminary Engineering (E-76 for PE)

1. Prepare the *Request for Authorization to Proceed with Preliminary Engineering (LAPM Exhibit 3-A)*, *Data Sheets (LAPM Exhibit 3-E)*, and *Local Assistance Project Prefixes (LAPM Exhibit 3-L)* to initiate the obligation of federal funds by Caltrans for the preliminary engineering phase of the project.
2. Prepare the *Finance Letter (LAPM Exhibit 15-N)* based on the City's approved HSIP application.
3. Prepare the *Local Programs Agreement Checklist (LAPM Exhibit 4-A)* to request the preparation of the Program Supplement Agreement to encumber the federal funds for the project.
4. Submit to Caltrans DLAE Item Nos. 1 through 3 along with a copy of the approved FTIP sheet and approved application to initiate the obligation of funds for preliminary engineering.

Field Review

1. Prepare the *Field Review (LAPM Exhibit 7-B)*, *Field Review Attendance Roster (LAPM Exhibit 7-G)*, and *Roadway Data (LAPM Exhibit 7-C)*.
2. Submit to Caltrans DLAE along with a copy of the approved FTIP sheet within 4 months of obtaining the E-76 for Preliminary Engineering.

Right of Way Certification (no Federal participation in utility relocations)

1. Following receipt of the required utility information, determine whether the project qualifies to use the Short Form ROW Certification if the project does not require right of way acquisition or relocation assistance, does not involve the railroad, and relocations are limited to adjustments of utility covers only to meet the finish roadway grade.
2. If applicable, prepare the *Short Form Right of Way Certification for Local Assistance Project Off State Highway System (LAPM Exhibit 13-A)*, the *Project Engineer's Certification of Utilities* for the Resident Engineer's signature, and the *Utility Cover Adjustment Summary (LAPM Exhibit 13-A)* if the adjustment of utility covers is checked. Or, if applicable, prepare the *Right of Way Certification Off State Highway System (LAPM Exhibit 13-B)* and the *Project Engineer's Certification of Utilities* for the Resident Engineer's signature.
3. Submit to Caltrans DLAE along with the final plans, required backup documentation from utilities, a copy of the City Resolution authorizing a City official to execute right of way certifications, and a copy of the approved environmental document to obtain right of way certification. (Short Form ROW package may be submitted with Request for Authorization for Construction package.)

Progress Invoicing for Preliminary Engineering

1. Prepare *Progress Invoice (LAPM Exhibit 5-A)* at least once every 6 months from the date of the E-76 for Preliminary Engineering, based on the following items: design consultant invoices and copies of cancelled checks for submittal to Caltrans DLAE.
2. Include documents and submittals in a Federal Funding File and make a PDF formatted file on a CD for the City.



We understand the City will have the E-76 for Authorization to proceed with Construction be prepared by the Construction Management consultant.

Fees

As directed in the City's Request for Proposal, Willdan has provided our fee schedule in a separate, sealed envelope.

Exceptions to Request for Proposal or Consultant Agreement

Willdan takes no exception to the City's Request for Proposals dated April 25, 2013, except for the comments noted below relating to the consultant agreement.

We have the City's standard agreement language on file from past projects and respectfully request the following changes to meet current acceptable practices in the insurance industry. The requested changes are contractual in nature and do not affect the technical quality or completion of the project.

9. Insurance

(b) (4) Professional liability insurance covering loss resulting from errors or omissions of Consultant with a liability limit of at least \$1,000,000 per occurrence **claim and \$2,000,000 annual aggregate.**

(c) (2) All Coverages: Each policy required in this section shall contain a policy cancellation clause that provides the policy shall not be canceled or otherwise terminated by the insurer or the Consultant or reduced in coverage or in limits except after thirty (30) days' prior written notice by **certified first class** mail, return receipt requested, **postage prepaid**, has been given to the City, Attention: Office Manager.

Required Form

As requested in the City's Request for Proposal, Willdan has provided executed originals of DBE form 10-02. The form has been provided in a separate sealed envelope along with our proposal and fee proposal.

May 29, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: Fee Proposal for Upgrade of 7 Traffic Signals

Dear Ms. Ford:

Willdan Engineering (Willdan) is pleased to submit this fee proposal to provide environmental compliance and design engineering services relating to the City's federally funded Upgrade of 7 Traffic Signals Project as identified in our technical proposal.

Willdan's proposed not-to-exceed fee to provide the services outlined in our proposed Scope of Work is **\$41,030**. This fee is based upon the attached breakdown.

If there are any questions regarding this submittal or our qualifications, please contact Ms. Muñoz at 562.908.6225 or by email at vmunoz@willdan.com.

Respectfully submitted,

Willdan Engineering



Lew Gluesing, PE, TE, PTOE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

VM:mh
91005-11\06-160\P13-087_7584



**CITY OF RIDGECREST STREET IMPROVEMENT DESIGN
PROPOSED HOURS AND FEE SCHEDULE
Upgrade of 7 Traffic Signals Project**

WILLDAN ENGINEERING	Director/D eputy Director	Special Funding Engineer	Principal Planner	Sr. Design Manager	Sr Design Engr II	Utility Coordr	Admin Clerical	Sub- Consultant	Direct Expenses	Total Hours	Total Fee
Rate:	\$180	\$180	\$150	\$145	\$130	\$120	\$65				(\$)
SUMMARY TASK											
PRELIMINARY TASKS											
	HOURS										
Kickoff Meeting	3									3	\$540
E-76 for Preliminary Engineering		7								7	\$1,260
Review HSIP Application	1									1	\$180
Site Visit				10	11					21	\$2,680
Preliminary Tasks Subtotal	4	7	0	10	11	0	0	\$0	\$0	32	\$4,860
DESIGN ENGINEERING											
Project Management											
Project Coordination	3									3	\$540
Meetings (2)	3									3	\$540
60% PSE Submittal	1									1	\$180
100% PSE Submittal	1									1	\$180
Subtotal	8	0	0	0	0	0	0	\$0	\$0	8	\$1,440
Survey and Base Plan Preparation											
Centerline Control/Base Plan								\$3,000		0	\$3,000
Subtotal	0	0	0	0	0	0	0	\$3,000	\$0	0	\$3,000
Utility Notice and Coordination											
Utility Research and Coordination						1	1			2	\$185
Utility Notices (up to 3 notices per agency)						3	1		\$30	4	\$455
SCE Coordination										0	\$0
Subtotal	0	0	0	0	0	4	2	\$0	\$30	6	\$640
Plans Preparation											
Title Sheet (1 sheet)					4					4	\$520
Traffic Signal Plans (7 sheets)	7			60	64					131	\$18,280
Signal Timing Chart	14									14	\$2,520
Subtotal	21	0	0	60	68	0	0	\$0	\$0	149	\$21,320
Complete Specifications											
100% Specifications					4					4	\$520
Subtotal	0	0	0	0	4	0	0	\$0	\$0	4	\$520
Engineer's Cost Estimate											
100% Estimate					6		2			8	\$910
Subtotal	0	0	0	0	6	0	2	\$0	\$0	8	\$910
Federal Funding Compliance											
Environmental approval NEPA/CEQA		21	4								\$4,380
Field Review/Right of Way Certifications		18									\$3,240
Design Phase Progress Invoicing		4								4	\$720
Subtotal	0	43	4	0	0	0	0	0	0	4	\$8,340
Project Total	33	50	4	70	89	4	4	\$3,000	30	211	\$41,030



EXHIBIT 10-02 CONSULTANT CONTRACT DBE INFORMATION

(Inclusive of all DBEs listed at contract award. Refer to instructions on the reverse side of this form)

Consultant to Complete this Section			
1. Local Agency Name: <u>City of Ridgecrest</u>			
2. Project Location: <u>Ridgecrest, California</u>			
3. Project Description: <u>Upgrade of 7 Traffic Signals</u>			
4. Total Contract Award Amount: \$ <u>41,030</u>			
5. Consultant Name: <u>Willdan Engineering</u>			
6. Contract DBE Goal %: <u>6.8%</u>			
7. Total Dollar Amount for all Subconsultants: \$ <u>3,000</u>			
8. Total Number of all Subconsultants: <u>1</u>			
Award DBE/DBE Information			
9. Description of Services to be Provided	10. DBE/DBE Firm Contact Information	11. DBE Cert. Number	12. DBE Dollar Amount
<u>Land Surveying</u>	<u>ESP Surveying</u> <u>5654 S. Elm Avenue</u> <u>Fresno, CA 93706</u> <u>Phone: 559.442.0883</u> <u>ESP Surveying</u>	<u>12505</u>	<u>\$3,000</u>
Local Agency to Complete this Section		13. Total Dollars Claimed	\$ <u>3,000</u>
20. Local Agency Contract Number: _____		14. Total % Claimed	<u>7.3</u> %
21. Federal-aid Project Number: _____			
22. Contract Execution Date: _____			
Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:			
23. Local Agency Representative Name (Print)			
24. Local Agency Representative Signature	25. Date		
26. Local Agency Representative Title	27. (Area Code) Tel. No.	15. Preparer's Signature <i>Doug Wilson</i>	
		16. Preparer's Name (Print) <u>Doug Wilson</u>	
		17. Preparer's Title <u>Principal Project Manager</u>	
Caltrans to Complete this Section		18. Date	19. (Area Code) Tel. No.
Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness:		<u>5/29/13</u>	<u>559.443.5290</u>
28. DLAE Name (Print)	29. DLAE Signature	30. Date	

Distribution: (1) Copy - Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.
(2) Copy - Include in award package sent to Caltrans DLAE.
(3) Original - Local agency files

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT: A Resolution to Approve a Professional Services Agreement with Willdan Engineering for the preliminary engineering of the Drummond Avenue Widening Project Between Downs Street and Inyo Street and Authorize the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The City of Ridgecrest is proposing to widen Drummond Avenue between Downs Street and Inyo Street with funds by the Highway Safety Improvement Program administered by Caltrans. This professional services agreement is for the preparation and provision of environmental studies, survey, design drawings, specifications that will comply with City, State, and Federal requirements. The work provided under this agreement will enable this project to advance to the construction phase with a request for authorization to proceed with this phase pursuant to any available funds.

The City solicited proposals from qualified consulting firms to perform the subject professional services. A selection committee reviewed the proposals, scored the top firms, and ranked them. Willdan Engineering was among the top ranked firms. The proposed fee to complete the scope of work is \$99,329.

Staff recommends that the City enter into a professional services agreement with Willdan Engineering for the preparation and provision of environmental studies, survey, design drawings, specifications for this street widening project.

FISCAL IMPACT:

\$99,329.00

Reviewed by Finance Director

ACTION REQUESTED:

Adopt A Resolution that Approves a Professional Services Agreement with Willdan Engineering for the preliminary engineering of the Drummond Avenue Widening Project Between Downs Street and Inyo Street and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Adopt A Resolution that Approves a Professional Services Agreement with Willdan Engineering for the preliminary engineering of the Drummond Avenue Widening Project Between Downs Street and Inyo Street and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

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RESOLUTION NO. 13-XX

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING FOR THE PRELIMINARY ENGINEERING OF DRUMMOND AVENUE WIDENING PROJECT BETWEEN DOWNS STREET AND INYO STREET AND AUTHORIZE THE CITY MANAGER, DENNIS SPEER, TO EXECUTE THIS AGREEMENT CONTINGENT UPON THE CITY ATTORNEY'S REVIEW AND APPROVAL OF THE AGREEMENT.

WHEREAS, The City of Ridgecrest is proposing to widen Drummond Avenue between Downs Street and Inyo Street with funds by the Highway Safety Improvement Program administered by Caltrans; and

WHEREAS, the City of Ridgecrest is required to complete the environmental compliance and design phases of the project prior to requesting construction authorization; and

WHEREAS, the City of Ridgecrest authorized the issuance of a request for proposal for professional civil engineering services; and

WHEREAS, proposals were received and officially opened for examination and review; and

WHEREAS, the selection committee reviewed and analyzed the proposals; and

WHEREAS, the selection committee scored and ranked the top firm; and

WHEREAS, Willdan was among the top firms; and

WHEREAS, staff recommends Willdan Engineering as the consultant best qualified to provide this service; and

WHEREAS, the proposed fee of \$99,329.00 is within the budget for these services and being expended from account number 018-4760-430-2106 ST13-03.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby approves the Professional Services Agreement with Willdan Engineering, for the preparation and provision of the environmental studies, survey, design drawings, specifications for the preliminary engineering of Drummond Avenue widening project between Downs Street and Inyo Street and Authorizes the City Manager to execute this agreement.

APPROVED AND ADOPTED THIS 17th day of July by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

May 29, 2013
Revised June 18, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: **Proposal for Drummond Avenue Widening**

Dear Ms. Ford:

Willdan Engineering is pleased to submit this proposal to the City of Ridgecrest to provide environmental and design services relating to the City's federally funded Drummond Avenue Widening Project. We have prepared this proposal to provide the services outlined in the City's Request for Proposals. We understand that we are considered as a qualified consultant based on our previously submitted statement of qualifications submittal for multidisciplinary professional services. Therefore this proposal is limited to a project specific work plan and includes project team, understanding, approach, and scope. The fee proposal is submitted in a separate sealed envelope, per the City's RFP.

Willdan is currently working on or has recently completed several Highway Safety Improvement (HSIP) projects, with similar scopes of work, for the Cities of La Puente, Highland, Lawndale and South Gate. Willdan has built its reputation for excellence on these types of project. Our extensive experience and expertise with federally funded projects, public works design, and environmental compliance, and our versatile in-house staff, makes us a particularly strong partner on this important endeavor.

Willdan has assembled a team of professionals who are committed to providing the City with quality service and results. Our company size and wide-ranging services allow us to provide all of the City's requested services with in-house staff. Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, Inc., a certified UDBE, for this purpose. We are pleased to propose Ms. Vanessa Muñoz, PE, TE, PTOE, as Project Manager, Mr. Dean Sherer, AICP, ENV SP, as our Environmental Planner, and Mr. Michael D. Bustos, PE, as Lead Design Engineer.

The contact person authorized to make representations for Willdan is Ms. Vanessa Muñoz, PE, TE, PTOE, Deputy Director of Engineering. Ms. Muñoz has successfully managed numerous similar projects over the past several years.

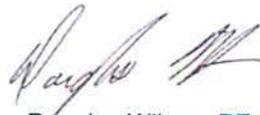
We are confident that our services in environmental compliance and design are highly qualified and sincerely hope for the opportunity to demonstrate this to the City of Ridgecrest. The enclosed project understanding, approach and scope of work identifies all of the tasks which will be necessary to complete this project in compliance with guidelines. If there are any questions regarding this submittal or our qualifications, please contact Ms. Muñoz at 562.908.6225 or by email at vmunoz@willdan.com.

Respectfully submitted,

Willdan Engineering



Lew Gluesing, PE, TE, PTOE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

VM:mh
91005-11\06-160\P13-089_7587



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Project Team

A successful partnership for this type of project requires expertise in environmental compliance, design engineering, and federal funding compliance and effective coordination with the City staff, Caltrans, contractors, communities, and other project stakeholders to ensure the project reflects the expectations of its stakeholders. Willdan understands that key personnel assigned on City projects shall not be reassigned without prior written approval from the City.

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the individuals assigned to the team. Willdan offers the City of Ridgecrest a highly qualified team of in-house professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the City's federally-funded Drummond Avenue Widening project.

Brief biographies of our project team detailing their experience and their roles for similar, relevant projects are provided herein.

Project Management Team

Ms. Vanessa Muñoz, PE, TE, PTOE will be the **Project Manager and main point of contact** for the project.. Ms. Muñoz has 15 years of traffic and transportation experience and is an accomplished engineer for multidiscipline and multi-agency traffic and transportation projects similar to those identified by the City's RFP, Ms. Munoz is known for providing innovative quality engineering services to ensure project delivery within budget and schedule. She is responsible for analysis, coordination, and design of various projects, including preparation of PS&E for traffic signals, signing, striping, traffic control, street lighting and street improvement projects. Ms. Munoz has supervised the completion of more than 1,000 projects and has designed more than 300 new and modified traffic signals. Ms. Munoz has supervised the completion of numerous federally funded projects including SRTS, HSIP, ARRA and STPL.

As Project Manager, Ms. Muñoz will:

- Establish appropriate organizational structures to best provide the services needed.
- Monitor, review and report on the project's status to the City at regular intervals.
- Solicit information from and coordinate reviews by the City.
- Be the primary contact and focus of project correspondence in order to maximize communications between the City, Caltrans other agencies, and the Willdan team.
- Monitor the general progress of the project, and will thoroughly review all major documents prior to submittal to the City.

Mr. Douglas Wilson, PE, will serve as our **QA Officer**. He is a principal project manager in the City Engineering Group and is the Program Manager for Willdan's on call contract with the City of Ridgecrest. Mr. Wilson has established excellent working relationships with various Public Works team members at the City and will continue to provide ongoing project and staff support for work assignments pursuant to this contract.

In accordance with Willdan's QA program, Mr. Wilson will oversee the implementation of this contract specific QA program. Mr. Wilson will meet quarterly with the City's Public Works Director and/or City Engineer to review the progress and performance. Any identified performance issues will be addressed.

Mr. Wilson will administer the QA/QC program for this contract in accordance with this contract's QA program and the corporation QA program. He will work closely with our Project Manager, Ms. Muñoz, for this specific QA program to ensure our services to the City and its citizens are exemplary.

Environmental Compliance Team

Mr. Dean Sherer, AICP, ENV SP will serve as the **Lead Environmental Planner**. Mr. Sherer is an urban and environmental planner specializing in environmental documentation and analysis, land use planning, and general plan element preparation. Mr. Sherer has over 30 years of experience in the management and preparation of planning studies, public policy plans, and environmental documents pursuant to CEQA and NEPA. Mr. Sherer has served as the Project Manager for numerous projects. His environmental planning experience encompasses



capital improvement projects, long-range plans, and discretionary entitlement projects. He has worked extensively with Caltrans in preparing NEPA environmental documents for a variety of Local Assistance projects including bridge widenings and replacements, roadway and intersection safety improvements, and other infrastructure related improvement projects.

Civil Engineering Design Team

Mr. Michael D. Bustos, PE, will serve as **Lead Civil Engineer**. He brings more than 10 years of experience as a project manager, designer, and construction manager on public works, contract administration, and construction management projects. He has managed a variety of design and construction projects from water wells to street overlays, including federally-funded and grant-funded projects. Mr. Bustos' extensive design experience includes curb, gutter, and sidewalk improvements, ADA improvements, street overlays, water and wastewater systems, grading, and drainage improvements. Mr. Bustos is familiar with the City's staff, design requirements and expectations through his recent preparation of PS&E for the City's Downs Street Improvement Project.

Mr. Johnny Ghazal, PE, will assist Mr. Bustos in preparation of plans and specifications for construction of the proposed improvements. Mr. Ghazal has over 14 years of diversified civil engineering experience covering public works and private sector projects, preceded by over six years of residential and commercial construction experience. His engineering experience has included the design of master planned communities, reservoir sites, pipelines, and wastewater treatment plants. Tasks have included preparation of tentative and final tract maps, street improvement plans, water and sewer improvement plans, grading plans, storm drain plans, specifications, and estimates.

Mr. Jeffrey Lau will serve as **Lead Traffic Designer** for the preparation of signing and striping plans and specifications. Mr. Lau offers 9 years of traffic-related experience in traffic engineering design and is proficient in both MicroStation and AutoCAD. Mr. Lau has provided support for various traffic design jobs including fieldwork, CADD drafting and design services for street lighting, traffic signals, and signing and striping.

Utility Coordination Team

Mr. Edward Cox will serve as the **Utility Coordinator** and will be responsible for coordination with utility agencies whose facilities may be affected by the proposed construction projects. Utility coordination will play a critical role in minimizing construction delays, change orders, and preventing damage to existing utilities within the project area. Therefore, Willdan has assigned Mr. Cox to focus solely on utility research and coordination.

Federal Compliance Team

Ms. Diane Rukavina, PE, will serve as **Special Funding Engineer**. Ms. Rukavina has 31 years of experience in municipal engineering and has processed over 75 federal-/state-funded projects, including STPL, SRTS, SR2S, HBP, HSIP, CMAQ, TCSP, ARRA, and SAFETEA-LU – from request for authorization to final invoicing for 22 cities.

Geotechnical Team

Mr. Ross Khiabani, PE, GE, will provide geotechnical services. Mr. Khiabani has more than 30 years of professional experience in performing diversified geotechnical assignments involving soil mechanics and foundation engineering, soil stabilization, landslide analysis and stabilization, settlement evaluations, liquefaction studies, slope stability analyses, laboratory testing, and inspection services during construction operations. His vast experience includes providing engineering services for commercial, industrial, institutional, ports and harbors, public works, transportation (including major bridges, local roads, freeways and toll roads) and water and wastewater facilities projects.

Subconsultants

Land Surveying

Espinosa Surveying, Inc. is a full service land surveying firm established in 1991 based in Fresno, with an office in Sacramento. They have been added to our team to provide surveying services. The firm is a certified DBE with the City of Fresno, UDBE with Caltrans, Small Business with the Department of General Services, and certified WMBE (women minority business enterprise) with CPUC. Their firm is also self certified for federal work as a SBE (small business enterprise), WOSB (woman-owned small business), and a SDB (small disadvantage business).



Espinosa's surveying division consists of a professional staff with expertise in various aspects of land surveying, which includes boundary, topography, construction, and ALTA surveys. Their full CAD capability enables them to prepare parcel maps, subdivision maps, record-of-survey maps, topography maps, right-of-way maps, and volume calculations. Their professional staff includes licensed surveyors, registered engineers, construction managers, and administration.

Members of the team have previously worked together with Willdan Engineering to successfully complete projects for the City of Ridgecrest.

Project Team Availability

Willdan is committed to providing the staffing and resources required to complete the City's project on schedule and within the allotted and agreed upon budget. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations database for all projects. The projections for each project are aggregated by technical disciplines to produce company-wide labor needs and to identify shortages or surpluses. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis.

As requested in the City's Request for Proposal, a breakdown of our team's availability is provided herein.

Staff	Position	Availability
Vanessa Muñoz, PE, TE, PTOE	Project Manager	40%
Dean Sherer, AICP, ENV SP	Lead Environmental Planner	60%
Michael Bustos, PE	Lead Design Engineer	60%
Johnny Ghazal, PE	Design Engineer	70%
Jeffrey Lau	Traffic Engineer	65%
Ed Cox	Utility Coordinator	60%
Diane D. Rukavina, PE	Special Funding Engineer	65%
Ross Khiabani, PE, GE	Geotechnical Engineer	40%

Project Understanding, Approach, and Scope of Work

Project Understanding

Willdan understands that the City of Ridgecrest is seeking a professional consultant to perform environmental, design engineering, and federal compliance services for the City's Drummond Avenue Widening project. The project includes design of new curb, gutter, sidewalks, crosswalks, ADA curb ramps, asphalt concrete paving, signing and striping along Drummond Avenue between Downs Street and Inyo Street. We understand that the proposed improvements are funded by the Highway Safety Improvement (HSIP) federal programs and require the services of a consultant with expertise in the management of federally-funded projects.

The City's proposed Highway Safety Improvement project recognizes that there is a need to reduce accidents and promote safety. The proposed project will widen the east side of Drummond Avenue approximately 50-feet to align striping for eastbound and westbound traffic between Downs Street and Inyo Street and provide a 90-foot roadway. The existing segment of Drummond Avenue between Downs Street and Inyo Street has only 38-feet of pavement compared to 92-feet of pavement east of Downs Street and 86 feet of pavement west of Inyo Street. The Drummond Avenue widening will provide two lanes of travel for each direction and will align with the existing cross section at Downs Street and Inyo Street.

Project Approach

Project Management

Willdan utilizes a unified management approach where each project is undertaken by a project team. Each project is assigned to a senior member of our staff with the background, experience, and availability best suited for the assignment.

Our proposed project manager and task leaders bring both diversity and commonality of project experience that will benefit discussions on final design implementation. Over time, these leaders have individually and collectively



assisted and facilitated the environmental compliance, design, construction management, inspection, and labor compliance services for numerous federal-funded projects.

During all phases of the project, Willdan will provide coordination with the City Staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements.

Willdan proposes to perform all scoped services, with the exception of topographic survey, with in-house staff. Willdan has the capability to provide surveying services in-house as well. However, we have teamed with Espinosa Surveying due to their closer office proximity to the project location, familiarity with the Ridgecrest area and City expectations, and their UDBE status. Willdan also retains the services of a subconsultant, on standby, in the event that Caltrans requires areas additional technical studies to be performed.

Environmental Compliance

We understand that the Highway Safety Improvement project will rely on federal funding. For those projects where federal funds will be used, the environmental documentation must be in compliance with the provisions of the National Environmental Policy Act (NEPA) as well as the California Environmental Quality Act (CEQA). Accordingly, we have provided a Scope of Services to complete the CEQA and NEPA environmental documentation for the projects which is discussed below under Scope of Work.

Survey and Base Plan Preparation

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.

Willdan will prepare a base plan with the existing improvements for the project area. The proposed Drummond Avenue project will require complete right-of-way survey, due to the road widening. Willdan will prepare a base plan with the existing right-of-way and proposed improvements for the project. From the base plan, we will prepare construction plans. A ground survey will be conducted to establish horizontal control (CCS83), vertical control (NAVD 88), centerline control, identification of survey monuments, visible surface utilities, edge of pavements, and grade breaks, and to provide supplemental shots in identified areas of concern based on preliminary engineering.

The design survey will extend a minimum of 100 feet beyond the existing curb returns at all intersections and will include topography, including driveways, utilities, existing manhole rims, elevations and recovering/restoring street monumentation. We will provide cross-sections at 50-foot intervals. A record of survey will be developed for any identified material monument discrepancy or a corner record for any restored monument.

Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, a certified UDBE, for this purpose. Through Espinosa, Willdan will perform ground surveys necessary to design the intended street construction. Our surveyor will set a recoverable benchmark and horizontal control on site.

Geotechnical

Willdan will complete laboratory testing to support the preparation of the geotechnical report. The planned field exploration will include six (6) test borings. The borings are anticipated to be at a minimum 5-foot deep from roadway surface. Laboratory testing will be performed to determine the R-value of the subgrade soils and a pavement structural section will be recommended based on the findings. The information will be documented and summarized in a geotechnical report.

Utility Notice and Coordination

Willdan does not take utility coordination lightly. Willdan employs specialists who work with the utilities on a regular basis. This improves the communications and decreases the time that may be required to obtain information from the utilities. Identifying and avoiding utilities during our design will minimize the potential for costly delays during construction. During the initial information gathering task of this project, Willdan will mail utility notices using project location maps as a basis for information requests. Willdan has an updated list of utility companies to use for this purpose. Follow-up correspondence and coordination with utilities will be ongoing and will be incorporated into our



design at all stages. A second utility notice will be sent out at the 60 percent design milestone with an 11-inch by 17-inch set of the plan sheet layouts showing the utility base plan to ensure confidence in the location of all utilities.

Design Engineering

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.

Willdan will prepare a base plan with the existing improvements for the project areas. The City's GIS base map and aerial photo, with right-of-way, contours, and other available layers as are appropriate will provide the basis of the plan sheet layouts. A ground survey will be conducted to establish horizontal control, vertical control, centerline control, identification of survey monuments, visible surface utilities, curbs and gutters, edge of pavements, and grade breaks, and to provide supplemental shots in identified areas of concern based on preliminary engineering. For all proposed improvements identified in the City's HSIP application, ground survey will be provided at locations where ADA compliance concerns are identified.

Willdan has staff capable of performing the ground surveys, but have opted to utilize the services of Espinosa Surveying, a certified UDBE, for this purpose. Through Espinosa, Willdan will perform ground surveys necessary to design the intended street construction/rehabilitation. Right of way data shown on the plans will be based on a combination of GIS data, which Willdan already has, and available record drawings. Willdan will prepare a base plan with the existing right-of-way and proposed improvements for the project. From the base plan, we will prepare detailed construction plans.

Willdan will prepare engineering drawings for the proposed improvements identified in the City's SRTS application. Plans will be prepared on 22-inch by 34-inch layout. Plans will be submitted half size and full size on bond at 60-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.

During all phases of the project, Willdan will provide coordination with City staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements. Draft plans will be submitted to the City staff and Caltrans at the design submittal milestones.

Street construction projects typically require traffic control plans (TCP) to be furnished by the contractor as part of the construction contract. The City maintains control over the traffic handling through appropriate specifications in the contract documents and requiring TCP approval by the City Engineer. This provides the most economical approach and also allows the traffic handling to be adapted with specificity for the final order of work that the contractor will implement. However, if the City would like to include engineered TCP in the bid set for particular areas of concern, Willdan will prepare them for additional compensation.

Utilizing the City-provided boilerplate Willdan will prepare the project's Specifications, complete and ready for bidding purposes using the latest edition the State of California Department of Transportation Standard Plans and Specifications. Willdan's specifications will support the construction of proposed improvements. A full set of specifications will be provided at 60 and 100 percent design levels. Willdan will address traffic control requirements in the contract documents and specifications to construct the improvements.

Willdan Engineering will prepare a detailed engineer's estimate of probable costs in Microsoft Excel spreadsheet format. The items will be arranged in chronological order of construction and will be consistent with bid items included in the contractors' bid forms. The estimate will be based upon recent bid prices for similar street construction projects in Ridgecrest and vicinity. Backup quantity calculations will be provided showing detailed computations for accuracy of the quantities upon request. The engineer's construction cost estimate will be based on plan sheet quantities and will be furnished at 60-percent and final 100-percent design milestones.

Upon completion of the engineering design drawing and bid package, Willdan will provide public bidding services as scoped in the following section.

State and Federal Procedures

Willdan's staff has over 25 years experience preparing and processing various Caltrans-related projects for local agencies, including state and federal funding forms, checklists, invoices, and reports of expenditures. With numerous completed projects and more than a dozen in progress, Willdan has assisted cities at various stages of



state- and federal-funded projects – from the initiating request to final invoicing. Although each program may encompass different components and requirements, the general process remains the same – following the Caltrans Local Assistance Procedures Manual (LAPM). Our staff stays apprised of revisions to procedures and forms in the LAPM through Local Programs Procedures (LPPs) and Division of Local Assistance Office Bulletins (DLA-OBs). Willdan's staff maintains quality relationships with Caltrans' District Local Assistance staff.

The first of business will be to submit this Request for Authorization (RFA) package for Preliminary Engineering. Only eligible work performed after the date of Federal Authorization (E-76 for Preliminary Engineering) is eligible for federal reimbursement.

Quality Assurance/Control

Willdan recognizes the importance of quality control and its direct relationship to a project's success. Our standard practice is to prepare a project-specific quality control plan and issue copies to our clients and team members as specified by Willdan's Quality Assurance Manual. This manual includes a series of checking procedures for contract documents and involves quality control reviews by senior level staff. The project quality assurance plan will identify checking procedures for computations, plans, and submittals and will provide procedures for corrections and back checking. It will define procedures for logging, disseminating, and filing correspondence into proper indices. The plan includes the project description, objectives, required services, organization, schedule, standards of practice, project procedures, and procedures for preparing calculations, drawings, and reports.

The basic goal of the quality assurance plan is to provide quality work delivered on time and within budget. Quality control is an ongoing process with concepts and solutions subject to change and improvement throughout the design. The primary tool of the plan effort is a periodic project team meeting with goals of addressing interdisciplinary coordination issues, identifying key dates for information to maintain the project schedule, investigating constructability, discussing the construction sequence, and tracking progress.

Willdan requires formal quality control file reviews at three critical stages; namely 60-, and 100-percent of completion. The project manager reviews the file and ensures it is completed pursuant to the Caltrans LAPM. Quality control comments and resulting actions are noted and compiled for Willdan's file review.

-percent of completion. The project manager reviews the file and ensures it is completed pursuant to the Caltrans LAPM. Quality control comments and resulting actions are noted and compiled for Willdan's file review.

Scope of Work

Preliminary Engineering Services

1. Conduct kickoff meeting with City staff to review the project scope of work, schedule, funding requirements, and goals.
2. Coordination with Caltrans District 9 Local Assistance Engineer.
3. Review City's Highway Safety Improvement Program Cycle 5 application.
4. Conduct site visit and field review at each of the project area.
5. Research Right of Way impacts of proposed improvements.
6. Prepare conceptual plans for inclusion with Request for Authorization submission to Caltrans for Preliminary Engineering.

Environmental Compliance

The following describes the tasks to be completed to prepare the NEPA and CEQA documentation for the proposed projects:

NEPA Documentation

Categorical Exclusion

Pursuant to Section 6005 of the NEPA Delegation Pilot Program, Caltrans will act as the lead NEPA agency for those local street improvement projects utilizing federal funds. Caltrans will implement the Federal Highway Administration's (FHWA's) NEPA regulations (23 CFR 773).



Based on the City's application for Highway Safety Improvement Program (HSIP) funding, the project consists of the widening of Drummond Avenue between Downs Street and Inyo Street and the alignment of striping of eastbound and westbound traffic on Drummond Avenue between Down Street and Inyo Street. The required NEPA document for this type of projects will be a Categorical Exclusion (CE) (Section 6004) with Technical Studies, with the project qualifying under the following CE activities:

- (1) *Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, or adding auxiliary lanes (e.g., paring, weaving, turning, climbing) (See 23 CFR 771.117[d][1], or:*
- (2) *Activities included in the State's highway safety plan under 23 U.S.C. 402. (See 23 CFR 771.117[c][4])*

The actual CE determination for the project will be made in consultation with Caltrans District 9 staff. Because the project includes the addition of travel lanes to increase street capacity, Caltrans may require an Environmental Assessment (EA) be prepared for the project. If such a scenario arises, Willdan would be available to prepare the EA and supporting documentation per an amendment to our currently proposed scope and fee.

The tasks involved in completing a CE for the street widening project described above includes the following:

- Conduct a Field Visit/Environmental Resources Survey
- Prepare Narrative Responses to Each Item on the Preliminary Environmental Studies (PES) Form
- Prepare PES Form Attachments (maps, diagrams, etc.)
- Coordination with Caltrans for Review and Approval of the PES Form (assumes 1 round of Caltrans review)
- Preparation of the Final PES Form for Caltrans' Signature

Optional Technical Studies

In addition to the tasks identified above, Caltrans may require the preparation of technical studies to support the conclusions of the NEPA Categorical Exclusion. Examples of technical studies that may be required for the Drummond Avenue Widening project includes an *Initial Site Assessment*, and/or an *Aerially Deposited Lead Survey*, *Biological Resources Study/Survey*, and *Cultural Resources Study*. These studies are not included in our proposed scope of services for the preparation of environmental documentation for the project. They are identified here only as optional tasks because they may be required for the projects depending on the outcome of the field visit/environmental resources survey and Caltrans Office of Local Assistance submittal requirements. They include the following:

- **Hazardous Materials/Hazardous Waste:** Caltrans may require an Initial Site Assessment (ISA) and Aerially Deposited Lead (ADL) Survey for the SRTS improvement projects, depending on the depth of excavations required for the improvements. If required, Willdan Engineering can conduct these analyses as an optional task. The ADL survey typically consists of up to ten (10) soil samples at depths of approximately 1, 3, and 5 feet; laboratory analysis for lead of up to 30 soil samples; and soluble lead analysis for up to ten (10) soil samples, if samples exceed a lead concentration of 50 parts per million. The proposed ISA would generally follow ASTM E 1527-05 protocol and would involve review of regulatory agency lists of environmentally degraded sites, walk-through site reconnaissance, and review of available records and historical maps. The proposed optional scope of work would not include testing for surface or subsurface contaminants (other than lead as described above) such as hydrocarbons, asbestos, radon gas, lead based paints, mold, or methane; and the assessment would not include a search for recorded environmental cleanup liens.
- **Biological Resources Study/Survey:** Caltrans may require the preparation of a Natural Environmental Study (NES) and the conduct of special status species surveys. This would be the case if it is determined that potential habitat exists for the Desert Tortoise (*Gopherus agassizii* or *Gopherus morafkai*) near any of the proposed SRTS projects or if there is nearby habitat for Burrowing Owls (*Athene cunicularia*) or Mohave Ground Squirrel (*Xerospermophilus mohavensis*). *Alternatively*, a Technical Memorandum for the project (prepared by a biologist) documenting the absence of endangered or sensitive plant or animal



species in the area of the project may be what is required. As an optional task, MH Wolfe and Associates, a local biological resources firm, would prepare any required biological resources documentation if required by Caltrans.

- **Cultural Resources:** Caltrans Professionally Qualified Staff (PQS) will determine which cultural resource reports, if any, are required for the proposed projects. If the projects are located in an area of low cultural/historical sensitivity, there is a distinct possibility that *no* cultural resources documentation will be required. Under this circumstance, Caltrans PQS would prepare a "screened undertaking" memorandum for the project. Nevertheless, as an optional task, Willdan's cultural/historical resources consultant (McKenna et. al.) can prepare whatever level of cultural resource analysis Caltrans PQS would required for the projects.

Additional environmental technical studies may be required such as a noise, air quality, or traffic study, however, the need for these additional technical studies cannot be determined until after consultation is conducted with Caltrans District 9 and the Office of Local Assistance.

CEQA Documentation

Negative Declaration/Mitigated Negative Declaration

Because Drummond Avenue is proposed to be widened to its ultimate width (110-feet) and thus will increase the capacity of the roadway, an Environmental Initial Study Checklist will be prepared for the project in accordance with CEQA requirements. The Initial Study (IS) will culminate in either a Negative Declaration or a Mitigated Negative Declaration. The following tasks will be completed as required:

- Conduct Background Research and Environmental Analysis: Willdan will analyze any currently available baseline environmental information available for the project's CEQA document. When necessary, Willdan will conduct additional background research and review other sources of available information.
- Prepare a Screencheck Draft Initial Study: Using the latest CEQA Environmental Checklist Form, Willdan will prepare a Screencheck Draft IS for review by City staff. The evaluation of environmental impacts will include explanations of impacts, which may be termed potentially significant, potentially significant unless mitigated, less than significant, or which have no impact.
- Prepare the Initial Study: After receiving the City's comments on the Screencheck Draft IS and making the appropriate changes, Willdan will prepare a final version of the Initial Study.
- Prepare a Negative/Mitigated Negative Declaration: If the Initial Study reveals a Negative/Mitigated Negative Declaration (ND/MND) is the appropriate CEQA document for the project, Willdan will prepare the ND/MND to attach to the Initial Study. Willdan will submit a screencheck version of the ND/MND to the City for review and comment. After receiving the City's comments and making the appropriate changes, Willdan will combine the final ND/MND with the Initial Study, which will constitute the project's CEQA document.
- Circulation of the Initial Study and ND/MND and Public Notification: Willdan will assist the City in circulating the environmental document for public review. For this task, Willdan will submit fifteen (15) paper copies and one (1) electronic copy of the document to the City. Willdan will also prepare a Notice of Intent to Adopt an ND/MND for the City to publish, distribute, and post with the County Clerk.
- Prepare a Mitigation Monitoring Program: If mitigation measures are required, a Mitigation Monitoring Program must be completed prior to certification of the MND. It may be included in the MND or take the form of a separate document, which need not be circulated to the public. The Mitigation Monitoring Program will identify all required mitigation measures, the party responsible for implementing the mitigation, and the timing and method of monitoring compliance. Methods of providing a public record of compliance will also be addressed. Willdan will submit a screencheck version of the Mitigation Monitoring Program to the City for review and comment. After receiving the City's comments and making the appropriate changes, Willdan will submit the final Mitigation Monitoring Program to the City.



- **Notice of Determination:** Willdan will prepare a Notice of Determination in accordance with Section 15094 of the State CEQA Guidelines for the City to file with the County Clerk. Willdan recommends the City file the Notice of Determination within five (5) days of adopting the ND/MND to establish a 30-day Statute of Limitations.

In addition to the tasks identified above, the project may require the preparation of supplemental technical studies to support the conclusions of the ND/MND. At this time, the only likely technical studies that would be required for the project would be a Biological Resources Survey and/or Noise Study. As discussed above, the services of MH Wolfe and Associates would be used to address potential biological resource issues. Also, if not previously analyzed in the City's General Plan EIR, noise impacts on sensitive receptors will need to be evaluated. Sensitive receptors along Drummond Avenue right-of-way include the single-family residences located along the north side of Drummond Avenue. Willdan environmental planners will review the General Plan EIR as well as any existing noise studies and determine if they are adequate to proceed with the design and construction of the roadway widening. If required, supplemental noise measurements will be taken and additional noise analyses prepared to address the construction and operations of the widened roadway.

Design Engineering

Project Management

Ms. Muñoz will maintain contact with the City Engineer primarily through weekly email updates on project status. It is our experience that maintaining frequent communication results in early identification and resolution of potential problems that could otherwise cause the project to get off track.

Upon receipt of Notice to Proceed, a project kick-off meeting will be conducted to meet with City Staff and review the project goals, timeline, and scope of work. Each aspect of the project will be discussed, including the design criteria, utility coordination, federal funding compliance, environmental compliance, HSIP requirements, plan preparation and specifications, cost estimates, submittal reviews, and anticipated construction issues. Items covered will also include, but not be limited to, ADA compliance, parameters for curb, gutter and sidewalk replacement, and any other special concerns of the City. .

Willdan will obtain supporting documentation such as GIS and aerial photo files, utility contacts, record drawings, existing drainage reports, and current boilerplate specification documents from the City at this time.

Throughout the duration of the project, Willdan will coordinate the work of our staff and survey subconsultant and monitor progress against the schedule and implement corrective actions if there are signs of the schedule slipping or the budget being overrun.

Survey and Base Plan Preparation

A ground topographic survey will be conducted for Drummond Avenue between Downs Street and Inyo Street. The design survey will extend a minimum of 100 feet beyond the existing curb returns at all intersections. We will provide cross section at 50-foot intervals. The ground survey will be conducted to establish horizontal control, vertical control, centerline control, identification of survey monuments, and to provide supplemental shots in identified areas of concern based on preliminary engineering. For all proposed improvements identified in the City's HSIP application, ground survey will be provided at locations where ADA compliance concerns are identified.

The design survey will include topo, locating visible surface utilities, existing manhole rims, elevations and recovering/restoring street monumentation. The survey will include centerline, grade breaks, edge of pavement, lip of gutters, flow line, top of curb, and back of walk.

Geotechnical

Willdan Geotechnical will perform investigation to evaluate geotechnical subsurface conditions and determine the existing pavement section. Our scope of work will include the followings:



Research and Review

We will review available subsurface data or published geologic and geotechnical maps and documents to determine general subsurface conditions at the project site.

Field Investigation

The proposed field investigation includes site reconnaissance and subsurface exploration. We propose a total of Six (6) soil borings to be drilled at strategic locations within proposed widening limits. Borings will be drilled to minimum depth of 5 feet below existing surface.

The exploratory borings will be drilled with a Mechanical Hand Held Augur. Where the borings are in existing paved locations, cores samples of pavement will be secured for thickness measurements and relatively undisturbed and bulk samples will be collected from the subgrade and soils to a minimum depth of 5 feet. An experienced staff will log earth materials in the field in accordance with the Unified Soil Classification System – Visual/Manual Procedure. The borings will be backfilled with the excavated spoils and tamped, then cold asphalt will be used to patch the holes at ground surface if pavement is penetrated.

We have assumed that City will provide a no fee encroachment permits. We will contact Underground Service Alert (USA) to locate public utilities in the exploration areas. However, any and all available subsurface utility information should be provided to Willdan Geotechnical prior to initiating field exploration to reduce the potential for damaging existing utilities at the site.

Geotechnical Laboratory Testing

The field boring logs will be reviewed to select representative bulk and ring samples for laboratory testing. Various laboratory tests will be performed on subsurface samples to determine their physical and engineering characteristics, which may include any or all of the following:

- In-place moisture and density
- Grain size distribution
- Maximum density
- R-value Testing

Engineering Analyses

Results obtained from the field investigation and laboratory tests will be used to develop idealized subsurface profiles and define soil parameters for engineering analyses. The following tasks and analyses are anticipated for the project

- A tabulated list of existing pavement description and thickness and aggregate description and thickness at cored locations;
- A description of the subsurface soil and groundwater conditions at the site;
- Subsurface soils index and engineering properties;
- Pavement design recommendations including alternative design, such as AC/AB, Full Depth Asphalt, Cold In-Place Recycling, or subgrade strengthening/improvements by lime or cement. We assume that a Traffic Index will be provided to complete the above design; and



Geotechnical Report

After completion of the above tasks, we will prepare a Geotechnical Report to present results of our geotechnical investigation for the proposed improvements. This report will be signed and stamped by a California Registered Geotechnical Engineer (GE), containing our conclusions and recommendations for the design and construction of the proposed widening. Four copies of the bound report will be provided to your office.

Utility Notice and Coordination

Willdan will be responsible for the following:

- Notify and coordinate with the utility agencies regarding the project-related modification of their facilities. Determine special requirements for utility facilities, including protection, right-of-way, and construction methods within the vicinity of the utility.
- Provide a second utility notification letter (prepare to relocate) and a third utility notification letter (notice to relocate).
- If necessary, provide a fourth utility notification letter (notice to relocate immediately).
- Submit a preliminary and final set of plans to each utility company that provides the location, elevation of the utility, and the conflict area clouded to show the utility companies the areas that conflict.
- Verify that the project's final design is compatible with known utilities in the project area to be installed, relocated, adjusted, or otherwise modified, including adding utility relocation windows into the construction schedule as necessary.

Plans, Specifications, and Estimate

1. Prepare detailed construction plans for proposed curb, gutter, sidewalks, crosswalks, ADA curb ramps, as identified in the City's HSIP application. Proposed improvements will be designed in compliance with current Americans with Disabilities Act (ADA) requirements at the time of design engineering commencement. Plans will be prepared on 22-inch by 34-inch layout and will be submitted half size and full size on bond at 60-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.
 - a. Civil Construction Plans
Construction plans will include 20 scale plan/profile street segments with typical cross-sections, notes, and details sufficient to support bid and construction. Existing and new surface profiles will be included for street centerline and top of curbs. Plan layout will include horizontal control and station callouts for BC/EC and PRCs. Quantity sheets will include tabulated quantities based on centerline stationing.
 - b. Signing and Striping Plans
Signing and Striping plans will be prepared at a 40 scale and will relocate signs as required to construct the proposed improvements and realign the striping.
2. Prepare contract documents, including notice inviting bids, bid schedule, bid forms, sample agreement, and federal compliance requirements.
3. Compile current general provisions as provided by the City of Ridgecrest.
4. Prepare technical specifications, in Caltrans format, for proposed improvements in accordance with industry standards.
5. Prepare Engineer's Opinion of Probable Cost.



Federal Compliance

Request for Authorization to Proceed with Preliminary Engineering (E-76 for PE)

1. Prepare the *Request for Authorization to Proceed with Preliminary Engineering (LAPM Exhibit 3-A)*, *Data Sheets (LAPM Exhibit 3-E)*, and *Local Assistance Project Prefixes (LAPM Exhibit 3-L)* to initiate the obligation of federal funds by Caltrans for the preliminary engineering phase of the project.
2. Prepare the *Finance Letter (LAPM Exhibit 15-N)* based on the City's approved HSIP application. Finance Letter will request right of way and construction funds be moved into preliminary engineering
3. Prepare the *Local Programs Agreement Checklist (LAPM Exhibit 4-A)* to request the preparation of the Program Supplement Agreement to encumber the federal funds for the project.
4. Submit to Caltrans DLAE Item Nos. 1 through 3 along with a copy of the approved FTIP sheet and approved application to initiate the obligation of funds for preliminary engineering.

Field Review

1. Prepare the *Field Review (LAPM Exhibit 7-B)*, *Field Review Attendance Roster (LAPM Exhibit 7-G)*, and *Roadway Data (LAPM Exhibit 7-C)*.
2. Submit to Caltrans DLAE along with a copy of the approved FTIP sheet within 4 months of obtaining the E-76 for Preliminary Engineering.

Progress Invoicing for Preliminary Engineering

1. Prepare *Progress Invoice (LAPM Exhibit 5-A)* at least once every 6 months from the date of the E-76 for Preliminary Engineering, based on the following items: design consultant invoices and copies of cancelled checks for submittal to Caltrans DLAE.
2. Include documents and submittals in a Federal Funding File and make a PDF formatted file on a CD for the City.

We understand the City will have the Right of Way Certification and E-76 for Authorization to proceed with Construction be prepared by another consultant.

Fees

As directed in the City's Request for Proposal, Willdan has provided our fee schedule in a separate, sealed envelope.

Exceptions to Request for Proposal or Consultant Agreement

Willdan takes no exception to the City's Request for Proposals dated April 25, 2013, except for the comments noted below relating to the consultant agreement.

We have the City's standard agreement language on file from past projects and respectfully request the following changes to meet current acceptable practices in the insurance industry. The requested changes are contractual in nature and do not affect the technical quality or completion of the project.



9. Insurance

(b) (4) Professional liability insurance covering loss resulting from errors or omissions of Consultant with a liability limit of at least \$1,000,000 per occurrence **claim and \$2,000,000 annual aggregate**.

(c) (2) All Coverages: Each policy required in this section shall contain a policy cancellation clause that provides the policy shall not be canceled or otherwise terminated by the insurer or the Consultant or reduced in coverage or in limits except after thirty (30) days' prior written notice by **certified first class** mail, return receipt requested, **postage prepaid**, has been given to the City, Attention: Office Manager.

Required Form

As requested in the City's Request for Proposal, Willdan has provided executed originals of DBE form 10-O2. The form has been provided in a separate sealed envelope along with our proposal and fee proposal.

May 29, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: Fee Proposal for Drummond Avenue Widening

Dear Ms. Ford:

Willdan Engineering (Willdan) is pleased to submit this fee proposal to provide environmental compliance and design engineering services relating to the City's federally funded Drummond Avenue Widening Project as identified in our technical proposal.

Willdan's proposed not-to-exceed fee to provide the services outlined in our proposed Scope of Work is **\$99,329**. This fee is based upon the attached breakdown.

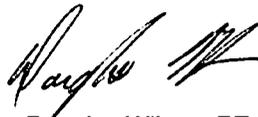
If there are any questions regarding this submittal or our qualifications, please contact Ms. Muñoz at 562.908.6225 or by email at vmunoz@willdan.com.

Respectfully submitted,

Willdan Engineering



Lew Gluesing, PE, TE, PTOE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

VM:mh
91005-11\06-160\P13-089_7587



**CITY OF RIDGECREST STREET IMPROVEMENT DESIGN
PROPOSED HOURS AND FEE SCHEDULE
Drummond Avenue Widening Project**

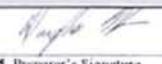
WILLDAN ENGINEERING	Deputy Director	Special Funding Engineer	Principal Planner	Senior Planner	Associate Engineer	Br Design Engr II	Designer II	Utility Coord	Principal Geo Engineer	Project Engineer GEO	Br. STAFF Engineer GEO	Admin Clerical	Sub-Consultant	Direct Expenses	Total Hours	Total Fee
Rate	\$130	\$180	\$150	\$110	\$135	\$130	\$120	\$120	\$180	\$150	\$125	\$65				(\$)
SUMMARY TASK																
PRELIMINARY TASKS																
Kickoff Meeting	3														3	\$390
0.75 hr Preliminary Engineering		8													8	\$1,440
Review HSP Application	1														1	\$180
Site Visit						4	7								11	\$1,390
Concept Plan						6									6	\$780
Preliminary Tasks Subtotal	4	8	0	0	0	10	7	0	0	0	0	0	\$0	\$0	28	\$4,300
ENVIRONMENTAL COMPLIANCE																
NEPA - Categorical Exemption																
Environmental Resources Survey			5	8											13	\$1,410
Technical Studies Assessment			2												2	\$300
Potential Effects on the Environment (PEE) Form			7	10											17	\$2,810
Prepare Attachments (maps, diagrams)			4	6		4									14	\$1,780
Coordination with Caltrans			8												8	\$1,200
Final PEE Form			4	6											10	\$1,260
Meetings and Expenses			2												2	\$300
CEQA - Negative Declaration/Mitigated Negative Declaration																
CEQA ND/MD			19	68											87	\$13,630
Mitigation Monitoring and Reporting Program			2	6											8	\$960
Notice of Determination			2	4											6	\$740
Environmental Compliance Subtotal	0	0	55	142	0	4	0	0	0	0	0	0	\$0	\$0	261	\$24,390
NEPA - Optional Technical Studies																
Phase I ESA (Initial Site Assessment)			40	61											101	\$11,610
Preliminary Lead Study								4	34	50					68	\$8,570
Biological Resources Study (Survey)													\$4,942		0	\$4,942
Phase I Cultural Resources Study and APE													\$4,315		0	\$4,315
Optional Technical Studies Subtotal	0	0	40	61	0	0	0	4	34	50	0		\$9,257	\$0	159	\$20,227
DESIGN ENGINEERING																
Project Management																
Project Coordination	3														3	\$390
Meetings (2)	3														3	\$390
60% PGE Submits	1														1	\$180
100% PGE Submits	1														1	\$180
Subtotal	8	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	8	\$1,440
Survey and Base Plan Preparation																
Centerline Control/Base Plan														\$4,952	0	\$4,952
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	\$4,952	\$0	0	\$4,952
Field Investigations/Geotechnical/Research																
Field Analysis, Report									4	14	22			\$4,000	40	\$9,670
Subtotal	0	0	0	0	0	0	0	0	4	14	22	0	\$0	\$4,000	40	\$9,670
Utility Notice and Coordination																
Utility Research and Coordination								4				1			5	\$645
Utility Notices (up to 3 notices per agency)								4				1			6	\$760
Subtotal	0	0	0	0	0	0	0	8	0	0	0	2	\$0	\$0	10	\$1,080
Plans Preparation																
Title sheet (1 sheet)	1				5		12								18	\$2,296
Plan/Profile Sheets (2 sheet)	1				14		30								45	\$6,270
Grading & Striping Plans (1 sheet)	1					29	18								48	\$3,950
Details (1 sheet)					16		18								34	\$3,270
Subtotal	3	0	0	0	29	29	63	0	0	0	0	0	\$0	\$0	104	\$15,786
Complete Specifications																
100% Specifications	1				14	1									16	\$2,200
Subtotal	1	0	0	0	14	1	0	0	0	0	0	0	\$0	\$0	16	\$2,200
Engineer's Cost Estimate																
100% Estimate	1				3	1						2			7	\$845
Subtotal	1	0	0	0	3	2	0	0	0	0	0	4	\$0	\$0	10	\$1,100
Federal Funding Compliance																
Field Review		8													8	\$1,440
Design Phase Progress Invoicing		4													4	\$720
Subtotal	0	12	0	0	0	0	0	0	0	0	0	0	\$0	\$0	12	\$2,160
Project Total	17	20	55	142	40	40	70	0	4	14	22	0	\$9,952	\$4,000	430	\$48,962
Project Total with Optional Services	17	20	55	142	40	40	70	0	4	14	22	0	\$16,100	\$4,000	600	\$66,300

¹ To be determined in consultation with District 9 Environmental Planning Staff.
² Does not include formal surveys for sensitive species or their habitats.



EXHIBIT 10-02 CONSULTANT CONTRACT DBE INFORMATION

(Inclusive of all DBEs listed at contract award. Refer to instructions on the reverse side of this form)

Consultant to Complete this Section			
1. Local Agency Name: <u>City of Ridgecrest</u>			
2. Project Location: <u>Ridgecrest, California</u>			
3. Project Description: <u>Drummond Avenue Widening</u>			
4. Total Contract Award Amount: \$ <u>99,329</u>			
5. Consultant Name: <u>Willdan Engineering</u>			
6. Contract DBE Goal %: <u>6.8%</u>			
7. Total Dollar Amount for all Subconsultants: \$ <u>16,109</u>			
8. Total Number of all Subconsultants: <u>3</u>			
Award DBE/DBE Information			
9. Description of Services to be Provided	10. DBE/DBE Firm Contact Information	11. DBE Cert Number	12. DBE Dollar Amount
<u>Land Surveying</u>	<u>ESP Surveying</u> 5654 S. Elm Avenue, Fresno, CA 93706 Phone: <u>559.442.0883</u>	<u>12505</u>	<u>\$6,952</u>
<u>Biological Survey</u>	<u>M H Wolfe and Associates Environmental Consulting, Inc.</u> 110 S. Montclair, Ste. 201, Bakersfield, CA 93309 Phone: <u>661.837.1169</u>	<u>22249</u>	<u>\$4,842</u>
Local Agency to Complete this Section		13. Total Dollars Claimed	\$ <u>11,794</u>
20. Local Agency Contract Number: _____		14. Total % Claimed	<u>11.8</u> %
21. Federal-aid Project Number: _____		 15. Preparer's Signature <u>Doug Wilson</u> 16. Preparer's Name (Print) <u>Principal Project Manager</u> 17. Preparer's Title <u>5/29/13</u> <u>559.443.5290</u> 18. Date 19. (Area Code) Tel. No.	
22. Contract Execution Date: _____			
Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:			
23. Local Agency Representative Name (Print) _____			
24. Local Agency Representative Signature _____	25. Date _____		
26. Local Agency Representative Title _____	27. (Area Code) Tel. No. _____		
Caltrans to Complete this Section			
Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness:			
28. DLAE Name (Print) _____	29. DLAE Signature _____	30. Date _____	

Distribution: (1) Copy - Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.
(2) Copy - Include in award package sent to Caltrans DLAE
(3) Original - Local agency files

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT: A Resolution to Approve a Professional Services Agreement with Willdan Engineering for the preliminary engineering of Street Surface Improvement Design on South China Lake Boulevard from Upjohn Avenue to Bowman Road and Authorize the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

PRESENTED BY:

Dennis Speer, Public Works Director

SUMMARY:

The City of Ridgecrest is proposing to design South China Lake Boulevard from Upjohn Avenue to Bowman Road with Regional Surface Transportation Program funds administered by Caltrans. This professional service agreement is for the preparation and provision of environmental studies, survey, design drawings, specifications that comply with City, State, and Federal requirements. The work provided under this agreement will enable this project to advance to the construction phase with a request for authorization to proceed with this phase pursuant to any available funds.

The City solicited proposals from qualified consulting firms to perform the subject professional services. A selection committee reviewed the proposals, scored the top firms, and ranked them. Willdan Engineering was among the top ranked firms. The proposed fee to complete the scope of work is \$69,400.

Staff recommends that the City enter into a professional service agreement with Willdan Engineering for the preparation and provision of environmental studies, survey, design drawings, specifications, for this street project.

FISCAL IMPACT:

\$69,400.00

Reviewed by Finance Director

ACTION REQUESTED:

Adopt a Resolution that Approves a Professional Service Agreement with Willdan Engineering for the preliminary engineering of Street Surface Improvement Design on South China Lake Boulevard from Upjohn Avenue to Bowman Road and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Adopt a Resolution that Approves a Professional Service Agreement with Willdan Engineering for the preliminary engineering of Street Surface Improvement Design on South China Lake Boulevard from Upjohn Avenue to Bowman Road and Authorizes the City Manager, Dennis Speer, to execute this agreement contingent upon the City Attorney's review and approval of the agreement.

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RESOLUTION NO. 13-XX

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING FOR THE PRELIMINARY ENGINEERING OF STREET SURFACE IMPROVEMENT DESIGN ON SOUTH CHINA LAKE BOULEVARD FROM UPJOHN AVENUE TO BOWMAN ROAD AND AUTHORIZE THE CITY MANAGER, DENNIS SPEER, TO EXECUTE THIS AGREEMENT CONTINGENT UPON THE CITY ATTORNEY'S REVIEW AND APPROVAL OF THE AGREEMENT.

WHEREAS, the City of Ridgecrest is proposing to design South China Lake Boulevard from Upjohn Avenue to Bowman Road with Regional Surface Transportation Program funds administered by Caltrans; and

WHEREAS, the City of Ridgecrest is required to complete the environmental compliance and design phases of the project prior to requesting construction authorization; and

WHEREAS, the City of Ridgecrest authorized the issuance of a request for proposal for professional civil engineering services; and

WHEREAS, proposals were received and officially opened for examination and review; and

WHEREAS, the selection committee reviewed and analyzed the proposals; and

WHEREAS, the selection committee scored and ranked the top firm; and

WHEREAS, Willdan Engineering was among the top firms; and

WHEREAS, staff recommends Willdan Engineering as the consultant best qualified to provide this service; and

WHEREAS, the proposed fee of \$69,400 is within the budget for these services and being expended from account number 018-4760-430-2106 ST13-04.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest hereby approves the Professional Service Agreement with Willdan Engineering, for the preparation and provision of the environmental studies, survey, design drawings, specifications, for the preliminary engineering of South China Lake Boulevard from Upjohn Avenue to Bowman Road and Authorizes the City Manager to execute this agreement.

APPROVED AND ADOPTED THIS 17th day of July by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

May 29, 2013
Revised June 18, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: **Proposal for Street Surface Improvement Design South China Lake Boulevard RSTP Grant**

Dear Ms. Ford:

Willdan Engineering is pleased to submit this proposal to the City of Ridgecrest to provide environmental and design services relating to the City's federally funded Street Surface Improvement Design South China Lake Boulevard Project. We have prepared this proposal to provide the services outlined in the City's Request for Proposals. We understand that we are considered as a qualified consultant based on our previously submitted statement of qualifications submittal for multidisciplinary professional services. Therefore this proposal is limited to a project specific work plan and includes project team, understanding, approach, and scope. The fee proposal is submitted in a separate sealed envelope, per the City's RFP.

Willdan is currently working on or has recently completed several street rehabilitation/cold-in-place recycling projects, with similar scopes of work, in the Cities of Thousand Oaks, Agoura Hills, and Bell Canyon. Willdan has built its reputation for excellence on these types of project. Our extensive experience and expertise with federally funded projects, public works design, and environmental compliance, and our versatile in-house staff, makes us a particularly strong partner on this important endeavor.

Willdan has assembled a team of professionals who are committed to providing the City with quality service and results. Our company size and wide-ranging services allow us to provide the City's requested services with minimal subconsultants. We are pleased to propose Ms. Roxanne Hughes, PE, as Project Manager, Mr. Dean Sherer, AICP, ENV SP, as our Environmental Planner, and Mr. Mike Bustos, PE, ENV SP, as Lead Design Engineer.

We have teamed with specialty subconsultants who we have worked with on other successful projects and provide specialized services, with particular familiarity with the Ridgecrest area.

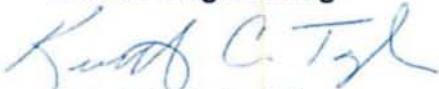
- MH Wolfe and Associates Environmental Consulting is a certified DBE specializing in conducting biological assessments and has been added to our team to perform the requested screening level biological survey.
- Nichols Consulting Engineers (NCE) will be added to the team to assist with geotechnical and pavement engineering services.

The contact person authorized to make representations for Willdan is Ms. Roxanne Hughes, PE, Principal Project Manager. Ms. Hughes has successfully managed numerous similar projects over the past several years.

We are confident that our services in environmental compliance and design are highly qualified and sincerely hope for the opportunity to demonstrate this to the City of Ridgecrest. The enclosed project understanding, approach and scope of work identifies all of the tasks which will be necessary to complete this project in compliance with guidelines. If there are any questions regarding this submittal or our qualifications, please contact Ms. Hughes at 805.653.6597 or by email at rhughes@willdan.com.

Respectfully submitted,

Willdan Engineering



Kenneth C. Taylor, PE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

MB:mh
91005-11\06-140\13-085_7572



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Project Team

A successful partnership for this type of project requires expertise in environmental compliance, street rehabilitation design engineering, and federal funding compliance and effective coordination with the City staff, Caltrans, contractors, communities, and other project stakeholders to ensure the project reflects the expectations of its stakeholders. Willdan understands that key personnel assigned on City projects shall not be reassigned without prior written approval from the City.

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the individuals assigned to the team. Willdan offers the City of Ridgecrest a highly qualified team of in-house professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the City's federally-funded Street Surface Improvement Design South China Lake Boulevard project.

Brief biographies of our project team detailing their experience and their roles for similar, relevant projects are provided herein.

Project Management Team

Ms. Roxanne Hughes, PE, will be the **Project Manager and main point of contact** for the project. She was recently responsible for project management of the City's Pavement Management System Report Update, the Drummond Avenue Street Resurfacing Project, Sewer System GIS Mapping, and on call plan checking services. Ms. Hughes has extensive experience in street improvements design and ADA compliance, including cold-in-place recycling projects similar to those identified by the City's RFP. Her recent involvement in preparation of the City's Pavement Management System Update and street improvements design for Drummond Avenue and Sunland Street, and her city engineering experience, provides her with the background knowledge of City's design requirements, staff, procedures, and goals necessary to complete the desired services and deliver a successful project.

As Project Manager, Ms. Hughes will:

- Establish appropriate organizational structures to best provide the services needed.
- Monitor, review and report on the project's status to the City at regular intervals.
- Solicit information from and coordinate reviews by the City.
- Be the primary contact and focus of project correspondence in order to maximize communications between the City, Caltrans, other agencies, and the Willdan team.
- Monitor the general progress of the project, and will thoroughly review all major documents prior to submittal to the City.

Mr. Douglas Wilson, PE, will serve as our **QA Officer**. He is a principal project manager in the City Engineering Group and is the Program Manager for Willdan's on call contract with the City of Ridgecrest. Mr. Wilson has established excellent working relationships with various Public Works team members at the City and will continue to provide ongoing project and staff support for work assignments pursuant to this contract.

In accordance with Willdan's QA program, Mr. Wilson will oversee the implementation of this contract specific QA program. Mr. Wilson will meet quarterly with the City's Public Works Director and/or City Engineer to review the progress and performance. Any identified performance issues will be addressed.

Mr. Wilson will administer the QA/QC program for this contract in accordance with this contract's QA program and the corporation QA program. He will work closely with our Project Manager, Ms. Hughes, for this specific QA program to ensure our services to the City and its citizens are exemplary.



Environmental Compliance Team

Mr. Dean Sherer, AICP, ENV SP will serve as the **Lead Environmental Planner**. Mr. Sherer is an urban and environmental planner specializing in environmental documentation and analysis, land use planning, and general plan element preparation. Mr. Sherer has over 30 years of experience in the management and preparation of planning studies, public policy plans, and environmental documents pursuant to CEQA and NEPA. Mr. Sherer has served as the Project Manager for numerous projects. His environmental planning experience encompasses capital improvement projects, long-range plans, and discretionary entitlement projects. He has worked extensively with Caltrans in preparing NEPA environmental documents for a variety of Local Assistance projects including bridge widenings and replacements, roadway and intersection safety improvements, and other infrastructure related improvement projects.

Civil Engineering Design Team

Mr. Michael D. Bustos, PE, ENV SP will serve as **Lead Design Engineer**. He brings more than 10 years of experience as a project manager, designer, and construction manager on public works, contract administration, and construction management projects. He has managed a variety of design and construction projects from street overlays to water wells, including federally-funded and grant-funded projects. Mr. Bustos' extensive design experience includes cold-in-place recycling, curb, gutter, and sidewalk improvements, ADA improvements, street overlays, water and wastewater systems, grading, and drainage improvements. Mr. Bustos is familiar with the City's staff, design requirements and expectations through his recent involvement in preparation of PS&E for the City's Drummond Avenue Street Resurfacing, Cycle 3 Safe Routes to School, and Downs Street Widening projects.

Mr. Tyrone Peter will assist Mr. Bustos in the preparation of street rehabilitation plans, specifications and construction cost estimates. Mr. Peter has six years of experience. He is primarily responsible for the design and preparation of plans and specifications of public works improvement projects, including streets, highways, storm drains. He has experience with writing specifications for several public agencies in Southern California including Green Book, Caltrans and CSI formats. Mr. Peter has been involved in the current civil improvement design of the Downs Street Widening Project for the City.

Utility Coordination Team

Mr. Edward Cox will serve as the **Utility Coordinator** and will be responsible for coordination with utility agencies whose facilities may be affected by the proposed construction projects. Utility coordination will play a critical role in minimizing construction delays, change orders, and preventing damage to existing utilities within the project area. Therefore, Willdan has assigned Mr. Cox to focus solely on utility research and coordination.

Federal Compliance Team

Ms. Diane Rukavina, PE, will serve as **Special Funding Engineer**. Ms. Rukavina has 31 years of experience in municipal engineering and has processed over 75 federal-/state-funded projects, including STPL, SRTS, SR2S, HBP, HSIP, CMAQ, TCSP, ARRA, and SAFETEA-LU – from request for authorization to final invoicing for 22 cities. She has developed a successful working relationship with City and Caltrans District 9 staff through assistance with the City's College Heights Boulevard Roadway Improvements and Cycles 3, 8, & 9 Safe Routes to School projects.

Subconsultants

Biologist

MH Wolfe and Associates Environmental Consulting, Inc. (MHWA) is a certified woman-owned small business enterprise (WBE) and DBE specializing in conducting biological assessments, impact analyses, and mitigation design. They have been added to our team to perform the screening level biological survey of the project site. They are widely recognized for their highly competent technical capabilities by both the public and regulatory agencies. They have conducted thousands of biological and



preconstruction surveys with technical reports over the past 20 years, to evaluate biota, soils, streams and wetlands, and threatened and endangered species.

MHWA is currently performing a screening level biological survey, similar to that requested in the City's RFP, for Willdan Engineering on the City's Cycle 3 Safe Routes to School Project. They are familiar with the project area and Caltrans District 9 requirements for a survey such as that being requested for South China Lake Blvd. MHWA's project manager assigned to this project will be Ms. Marcia Wolfe, Senior Ecologist.

Geotechnical/Pavement Design Assistance

Nichols Consulting Engineers (NCE) is a client-focused engineering, science, planning, and construction services firm with a strong background in pavement research and technology. Pavement design and reconstruction plans are within NCE's wheelhouse and they offer unrivaled experience and expertise with pavement treatment alternatives. Their expertise in pavement treatment alternatives includes, but is not limited to cost saving, cutting edge, and green paving technologies such as warm mix asphalt and recycle in place technologies. NCE's pavement design services emphasize realistic economic solutions to clients' needs. NCE not only understands the types of pavements and treatment options, they also understand the significance and cost implications of proper roadway support on competent subgrade soils, to limit damaging road settlement and future cracking.

Willdan Engineering has worked with NCE as a subconsultant on past projects and we have an on-call subconsultant agreement in place. They have been added to our team to assist Willdan Geotechnical with field investigations and pavement section design and rehabilitation strategy recommendations. NCE brings an astute knowledge of alternative pavement rehabilitation methods and Caltrans' requirements for highway design. If needed, NCE will assist Willdan Geotechnical with preparation of a design exception request from Caltrans. NCE's project manager assigned to this project will be Ms. Margot Yapp, PE, Principal.

Project Team Availability

Willdan is committed to providing the staffing and resources required to complete the City's project on schedule and within the allotted and agreed upon budget. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations database for all projects. The projections for each project are aggregated by technical disciplines to produce company-wide labor needs and to identify shortages or surpluses. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis.



As requested in the City's Request for Proposal, a breakdown of our team's availability is provided herein.

Staff	Position	Availability
Roxanne Hughes, PE	Project Manager	15%
Dean Sherer, AICP, ENV SP	Lead Environmental Planner	25%
Mike Bustos, PE	Lead Design Engineer	25%
Tyrone Peter	Design Engineer	40%
Ed Cox	Utility Coordinator	33%
Diane D. Rukavina, PE	Special Funding Engineer	15%

Project Understanding, Approach, and Scope of Work

Project Understanding

Willdan understands that the City of Ridgecrest is seeking a professional consultant to perform environmental, design engineering, and federal compliance services for the City's pavement rehabilitation project on South China Lake Boulevard, between Upjohn Avenue and Bowman Road. The project includes design of pavement rehabilitation measures for approximately ½-mile of China Lake Boulevard within the City's right-of-way. We understand that the proposed improvements are funded by state and federal programs (RSTP) and require the services of a consultant with expertise in the management of federally-funded projects. The City's RSTP application indicates that this street segment is a candidate for 4" Cold-In-Place Recycling (CIPR), with 2" AC cap paving. The thickness of the existing roadway structural section is unknown at this time.

South China Lake Boulevard is the principal north-south arterial in the City of Ridgecrest, with a Traffic Index (TI) value of 10. As of October 1, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) expanded the National Highway System (NHS) to incorporate principal arterials not previously included. As a result, China Lake Boulevard has been added to the NHS and the pavement rehabilitation design must comply with current NHS standards. China Lake Boulevard directly serves numerous hotels, restaurants, and other businesses in the central section of Ridgecrest and is designated as "U.S. 395 Business" route south of Ridgecrest Boulevard (SR 178). China Lake Boulevard north of Ridgecrest Boulevard is within Caltrans right-of-way and the portion south of Ridgecrest Boulevard, where the proposed project resides, is within the City of Ridgecrest's right-of-way.

South China Lake Boulevard is a four-lane arterial street with medians and a 70 foot paved width. According to the City's 2011 PMS Update, the segment of China Lake Boulevard between Upjohn Avenue and Bowman Road was originally constructed in 1960 and was last rehabilitated in 1995. The asphalt concrete pavement roadway is currently in poor condition, with a Pavement Condition Index (PCI) of 7 and a Structural Index (SI) of 57, per the City's 2011 PMS Update that was prepared by Willdan. The SI value indicates that 43% of the area in the wheelpaths are failed in alligator cracking; which is prevalent in the northbound lanes of China Lake Boulevard throughout this segment. The southbound lanes have isolated areas of alligator cracking in the wheelpath, but mainly exhibit transverse and block cracking. The two-way left turn lane, where median openings exist, appears to be in good condition, save for isolated areas of alligator cracking and transverse cracking. Existing cracks, including alligator cracking, between Upjohn Avenue and Rader Avenue, have been filled with a crackseal product. Settlement of existing pavement at locations of alligator cracking is not evident based upon initial field review of the project area. As such, the PMS report selected major rehabilitation to include point repairs to remove and replace the wheelpath failures and then construct 2.5" AC overlay. This is one option that will be evaluated as a potential repair strategy.

The parcels along China Lake Boulevard between Upjohn Avenue and Rader Avenue are mostly developed, with commercial establishments along both sides of the street, except for vacant lots along the west side of China Lake Boulevard, just north of Rader Avenue. Both sides of the street within this segment have existing curb, gutter, sidewalk, and driveways. The segment of China Lake Boulevard between Rader Avenue and Bowman Road is mostly undeveloped, with only one business located along the west side of China Lake Boulevard, just south of Rader Avenue. The west side of this segment has



existing curb, gutter, sidewalk, and two driveways. The east side of this segment has curb and gutter only. Due to the vacant lots along this reach, there is a potential that the proposed improvements may impact the habitats of sensitive species, including the Desert Tortoise (*Gopherus agassizii* or *Gopherus morfkai*), Burrowing Owl (*Athene cunicularia*), and Mohave Ground Squirrel (*Xerospermophilus mohavensis*), and as such, the City's RFP requires a screening level biological surveys to be performed at the project areas.

There are a total of 12 existing curb ramps and 12 existing driveways within the project limits. Existing driveways do not appear to be ADA-compliant as currently constructed; however limited space is available for retrofitting. As such, a design exception will need to be filed documenting that the driveways will need to be left as-is. Several curb ramps within the project area appear to be in need of retrofit or reconstruction to bring into compliance with ADA requirements and/or current City standards. Some of the curb ramps within the project area will be reconstructed as part of the City's upcoming Traffic Signal HSIP project at Bowman Road. Existing curb and gutter within the project limits appears to be in good condition and is not anticipated to require removals and repairs as part of this project.

There is an existing cross gutter along the south side of the China Lake Boulevard and Upjohn Avenue intersection, which would serve as the join point for the proposed project. The roadway surface, on the segment of China Lake Boulevard north of this Upjohn Avenue cross gutter, was recently rehabilitated. There is also an existing cross gutter along the west side of the Rader Avenue intersection which would serve as the westerly limit of pavement rehabilitation at this intersection. The pavement condition at the southerly join point, at the Bowman Road intersection, is in very poor condition.

There are four intersections that will be impacted by the proposed project. The intersections at the project limits, at Bowman Road and at Upjohn Avenue, are existing four-way controlled stop intersections. Miguel Ct is a cul-de-sac street along the west side of China Lake Boulevard that provides access to several recently constructed businesses and the existing Hacienda Court apartment complex. There is one existing signalized intersection within the project limits, located at the intersection of China Lake Boulevard and Rader Avenue, which is equipped with a video detection system. The City has secured HSIP funds to construct a proposed traffic signal at the intersection of China Lake Boulevard and Bowman Road, under separate contract from this street rehabilitation project. It is unknown, at this time, whether the street rehabilitation project will be constructed before or after the traffic signal installation at Bowman Road; however the signalization project will include any required striping changes within its scope of work such that this project will replace existing striping in-kind.

Utilities known to exist in the area include water, sewer, gas, electric, and fiber optic. Several utility trenches and patches exist within the project limits. There is also an existing culvert crossing that transmits flows in the Bowman Wash across China Lake Boulevard. The CMP pipes cross underneath China Lake Boulevard and the existing bike path located just north of Bowman Road.

Project Approach

Project Management

Willdan utilizes an integrated management approach where each project is undertaken by a project team. Each project is assigned to a senior member of our staff with the background, experience, and availability best suited for the assignment.

Our proposed project manager and task leaders bring both diversity and commonality of project experience that will benefit discussions on final design implementation. Over time, these leaders have individually and collectively assisted and facilitated the environmental compliance, design, construction management, inspection, and labor compliance services for numerous federal-funded projects.

Willdan proposes to perform all scoped services, with the exception of pavement biological survey, and pavement design assistance, with in-house staff. We have teamed with MH Wolfe and Associates to perform the screening level biological survey due to their expertise in biological assessments, successful completion of similar surveys in the City of Ridgecrest, and their DBE status. Willdan also retains the



services of another subconsultant, on standby, in the event that Caltrans requires additional technical studies to be performed.

We have teamed with Nichols Consulting Engineers (NCE) to assist with pavement section design and rehabilitation method recommendation. South China Lake Boulevard was added to the National Highway System in 2012, and as such, the City is required to design the rehabilitation of China Lake Boulevard in compliance with current NHS standards. The City has expressed concerns about the expense of constructing overly conservative pavement structural sections, which are anticipated to be required if R-values are stipulated to be a factor in the pavement structural section design. The soil throughout the City, especially in the area of the proposed China Lake Boulevard project, exhibits low R-values. Therefore we have added NCE to our project team as it will be beneficial to the City to request a design exception from Caltrans District 9.

Utility Notice and Coordination

Willdan does not take utility coordination lightly. Willdan employs specialists who work with the utilities on a regular basis. This improves the communications and decreases the time that may be required to obtain information from the utilities. Identifying and avoiding utilities during our design will minimize the potential for costly delays during construction. During the initial information gathering task of this project, Willdan will mail utility notices using project location maps as a basis for information requests. Willdan has an updated list of utility companies to use for this purpose. Follow-up correspondence and coordination with utilities will be ongoing and will be incorporated into our design at all stages. A second utility notice will be sent out at the 60 percent design milestone with an 11-inch by 17-inch set of the plan sheet layouts showing the utility base plan to ensure confidence in the location of all utilities.

State and Federal Procedures

Willdan's staff has over 25 years experience preparing and processing various Caltrans-related projects for local agencies, including state and federal funding forms, checklists, invoices, and reports of expenditures. With numerous completed projects and more than a dozen in progress, Willdan has assisted cities at various stages of state- and federal-funded projects – from the initiating request to final invoicing. Although each program may encompass different components and requirements, the general process remains the same – following the Caltrans Local Assistance Procedures Manual (LAPM). Our staff stays apprised of revisions to procedures and forms in the LAPM through Local Programs Procedures (LPPs) and Division of Local Assistance Office Bulletins (DLA-OBs). Willdan's staff maintains quality relationships with Caltrans' District Local Assistance staff. We have developed a strong working relationship with the Caltrans District 9 Local Assistance Engineer (DLAE).

The first of business will be to submit this Request for Authorization (RFA) package for Preliminary Engineering. Only eligible work performed after the date of Federal Authorization (E-76 for Preliminary Engineering) is eligible for federal reimbursement.

Quality Assurance/Control

Willdan recognizes the importance of quality control and its direct relationship to a project's success. Our standard practice is to prepare a project-specific quality control plan and issue copies to our clients and team members as specified by Willdan's Quality Assurance Manual. This manual includes a series of checking procedures for contract documents and involves quality control reviews by senior level staff. The project quality assurance plan will identify checking procedures for computations, plans, and submittals and will provide procedures for corrections and back checking. It will define procedures for logging, disseminating, and filing correspondence into proper indices. The plan includes the project description, objectives, required services, organization, schedule, standards of practice, project procedures, and procedures for preparing calculations, drawings, and reports.

The basic goal of the quality assurance plan is to provide quality work delivered on time and within budget. Quality control is an ongoing process with concepts and solutions subject to change and improvement throughout the design. The primary tool of the plan effort is a periodic project team meeting



with goals of addressing interdisciplinary coordination issues, identifying key dates for information to maintain the project schedule, investigating constructability, discussing the construction sequence, and tracking progress.

Willdan requires formal quality control file reviews at three critical stages; namely 35-, 65-, and 95-percent of completion. The project manager reviews the file and ensures it is completed pursuant to the Caltrans LAPM. Quality control comments and resulting actions are noted and compiled for Willdan's file review.

Environmental Compliance

We understand that the street surface improvements on South China Lake Boulevard will draw upon state or federal funding. For those projects where federal funds will be used, the environmental documentation must be in compliance with the provisions of the National Environmental Policy Act (NEPA) as well as the California Environmental Quality Act (CEQA). Accordingly, we have provided a Scope of Services to complete the CEQA and NEPA environmental documentation for the project which is discussed below under Scope of Work.

NEPA Categorical Exclusion

Pursuant to Section 6005 of the NEPA Delegation Pilot Program, Caltrans will act as the lead NEPA agency for those local street improvement projects utilizing federal funds. Caltrans will implement the Federal Highway Administration's (FHWA's) NEPA regulations (23 CFR 773).

Based on the City's RFP, the project consists of the rehabilitation of the paved surface of South China Lake Boulevard from Upjohn Avenue to Bowman Road. The length of the roadway to be rehabilitated is approximately ½ mile. The rehabilitation of the roadway will bring it up to an acceptable level of service. The project does not include roadway widening, an increase in the number of travel lanes, or any increase in capacity. Accordingly, the required NEPA document for this type of project will be a Categorical Exclusion (CE) (Section 6004) with Technical Studies, with the project qualifying under the following CE activities:

- (1) *Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, or adding auxiliary lanes (e.g., paring, weaving, turning, climbing)*
(See 23 CFR 771.117[d][1], or:
- (2) *Activities included in the State's highway safety plan under 23 U.S.C. 402. (See 23 CFR 771.117[c][4])*

The actual CE determination for the project will be made in consultation with Caltrans District 9 staff. It should be noted that if any portion of the street rehabilitation project includes the addition of travel lanes to increase street capacity, Caltrans may require an Environmental Assessment (EA) be prepared for the project. If such a scenario arises, Willdan would be available to prepare the EA and supporting documentation per an amendment to our currently proposed scope and fee.

Due to the vacant lots along this reach of South China Lake Boulevard, there is a potential that the proposed improvements may impact the habitats of sensitive species, including the Desert Tortoise (*Gopherus agassizii* or *Gopherus morafkai*), Burrowing Owl (*Athene cunicularia*), and Mojave Ground Squirrel (*Xerospermophilus mohavensis*), and as such, Willdan will utilize the services of MH Wolfe and Associates to conduct a screening level biological survey of the project area.

- **Biological Study/Survey:** Caltrans may require the preparation of a Natural Environmental Study (NES) and the conduct of special status species surveys. This would be the case if it is determined that potential habitat exists for the Desert Tortoise (*Gopherus agassizii* or *Gopherus morafkai*) near the project or if there is nearby habitat for Burrowing Owls (*Athene cunicularia*) or the Mojave Ground Squirrel (*Xerospermophilus mohavensis*). Alternatively, a Technical Memorandum or letter report for the project (prepared by a biologist following a field survey) documenting the absence of endangered or sensitive plant or animal species in the project area may be what is required.



Since the scope of work for this project will remain within the limits of existing improvements and maintain original line and grade, no further technical studies are anticipated to be required. However, Caltrans District 9 and the Office of Local Assistance will make that final decision.

CEQA Categorical Exclusion

The road rehabilitation project described in the City's RFP would be Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the State CEQA Guidelines (Class 1: Existing Facilities).

Geotechnical Investigations/Pavement Design

Field Investigations

Willdan Geotechnical and our subconsultant, NCE will perform field investigations to evaluate existing pavement section and provide rehabilitation recommendations per Caltrans Guidelines.

We will review available subsurface data or published geologic and geotechnical maps and documents to determine general subsurface conditions at the project site. NCE will perform a detailed pavement condition survey using the Metropolitan Transportation Commission's Distress Identification Manual. The survey will generally cover the travel lanes, including any left and right turn pockets. Pavement condition surveys are for the purposes of further refining the appropriate pavement rehabilitation/resurfacing treatments that are developed based on testing and coring.

This condition survey will generally note the presence of load related and environmental distresses, such as alligator cracking, longitudinal and transverse cracking, rutting, patches and utility cuts, distortions and depressions as they pertain to developing appropriate pavement treatments. In addition, detailed locations for potential base repairs will be identified in the condition survey. The results of this condition survey will be used in the analysis and included in the letter report. During this survey, we will identify and mark location for coring, and also identify locations recommended for potential removal and replacement.

If the pavement condition survey reveals that settlement of the existing roadway is evident, cold-in-place recycling (CIPR) of the existing asphalt concrete material may not be the most appropriate method of rehabilitation and additional rehabilitation measures may be required to address subgrade failures.

When evaluating the feasibility of CIPR rehabilitation methods, it is critical to know the thickness of the existing pavement's structural section. If there is not enough asphalt concrete material to recycle, then the feasibility of this process becomes compromised. We propose to perform coring of pavement in 10 to 12 locations distributed along all travel lanes. Existing asphalt concrete and aggregate base thicknesses will be documented and representative subgrade soils will be collected for laboratory testing to determine their index and engineering properties. The core locations will be backfilled with the excavated spoils and tamped, then cold mix asphalt will be used to patch the holes.

We have assumed that City will provide a no fee encroachment permits. We will contact Underground Service Alert (USA) to locate public utilities in the exploration areas and provide traffic control during the proposed coring operation.

Various laboratory tests will be performed on asphalt concrete samples and subsurface soil samples to determine their physical and engineering characteristics, which will include the following:

- In-place moisture and density
- Grain size distribution
- R-value Testing

Results obtained from the field investigation and laboratory tests will be used to document existing asphalt concrete, aggregate base, and subgrade soils and define parameters for engineering analyses and provide pavement design recommendations including alternative design, such as targeted point repairs using AC/AB or Full Depth Asphalt with cap paving, Cold In-Place Recycling with cap paving, or



full reconstruction to include subgrade strengthening/improvements by lime or cement for the assigned TI of 10.

If the existing roadway structural section is adequate for the soil properties and TI for South China Lake Boulevard, CIPR would be a cost efficient rehabilitation strategy due to the costs saved by eliminating the costs of trucking new asphalt concrete material from an asphalt plant. However, if the existing structural section is not adequate, if significant amounts of base failures are prevalent, or if the crown of the road cannot be raised without creating excessive cross fall slopes, an alternative rehabilitation strategy may be required.

Pavement Analysis and Report

Using the data obtained during the field investigations, our team will perform pavement analysis and design services, and develop rehabilitation recommendations for the street sections, which will be incorporated into the project specifications. We will perform our analysis in accordance with the Caltrans Highway Design Manual and base our design on the assigned Traffic Index (TI) of 10.

The deliverable will be the structural requirements for each street section, to be summarized in a single letter report. This will contain the following:

- Results of testing
- Results of coring activities
- Description of testing procedures
- Description of analysis performed for the project
- Recommended pavement treatments

Specifications

Where warranted, our team may recommend deviating from Caltrans Standards when, from their experience, alternative QA/QC quality control methods will achieve a successful construction project without compromising the integrity of the design.

The testing frequency tables included in the City's approved Quality Assurance Plan is based on the frequency tables included in the Caltrans Construction Manual. Our team recognizes the value of utilizing Caltrans Standard Specifications for pavement projects, because they have been developed by an agency that designs and builds a vast amount of highways, and because contractors performing public works construction are most familiar with them, but our team also recognizes that Caltrans typically constructs large highway projects and has the resources to administer projects in a different manner than most local agencies.

The quality control testing program utilized by Caltrans is quite extensive, and often results in costly bid prices from the contractor's quality control materials testing firm. As a cost savings measure to the City, our team may recommend deviation from the City's Quality Assurance Plan when, from our experience, alternative QA/QC quality control methods will achieve a successful construction project without compromising the integrity of the design.



Design Engineering

The City of Ridgecrest will furnish to Willdan copies of any available public works improvement plans within the project limits, including street, storm drain, culvert, sewer, signing and striping, traffic signal, landscape, any existing survey and aerials and other data necessary to complete the base mapping within the limits of the project.

Willdan will prepare a base plan with the existing improvements for the project areas. Since the project is a rehabilitation of just the pavement between existing curb and gutter, with no alteration to line and grade, a cost effective approach to base plan preparation will be implemented. During the pavement condition survey, staff will use paint to clearly mark out the patch repair locations and also paint rings around all existing manholes and valve lids within the project limits. An aerial photo will then be obtained, capturing said mark-outs in a digital photo file. This photo will then be used as the basis of the paving plans. The City's GIS base map, with right-of-way, contours, and other available layers as are appropriate will be used to enhance the information on the sheet layouts, as needed.

The project zone has gentle grades along China Lake Blvd., with relatively flat areas at intersections. Therefore, curb ramp retrofits will be fairly straightforward and can rely on the basic dimensions provided by the standard plans. At locations where ADA compliance requires reconstruction of access ramps, the construction notes will identify removal and replacements with applicable standard plans but no elevation details will be provided. In this manner, we can eliminate costs associated with ground survey and establishing formal horizontal and vertical controls.

Willdan will prepare engineering drawings for the proposed improvements identified in the City's RSTP application. Plans will be prepared on 22-inch by 34-inch layout. Plans will be submitted half size and full size on bond at 95 and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.

During all phases of the project, Willdan will provide coordination with City staff and Caltrans as required to keep them apprised of the project schedule and details of the proposed improvements. Draft plans will be submitted to the City staff for review and commenting at the design submittal milestones.

Street construction projects typically require traffic control plans (TCP) to be furnished by the contractor as part of the construction contract. The City maintains control over the traffic handling through appropriate specifications in the contract documents and requiring TCP approval by the City Engineer. This provides the most economical approach and also allows the traffic handling to be adapted with specificity for the final order of work that the contractor will implement. However, if the City would like to include engineered TCP in the bid set for particular areas of concern, Willdan will prepare them for additional compensation.

For street rehabilitation projects where striping is not being changed, Willdan has had success requiring the Contractor to submit an existing striping inventory prior to construction through appropriate specifications in the contract documents, in lieu of preparing pavement delineation plans. This approach will be implemented for this project, and no striping plans will be included in the construction drawings.

Utilizing the City-provided boilerplate Willdan will prepare the project's Specifications, complete and ready for bidding purposes using the latest edition the State of California Department of Transportation Standard Plans and Specifications. Willdan's specifications will support the construction of proposed improvements. A full set of specifications will be provided at 95 and 100 percent design levels. Willdan will address traffic control requirements in the contract documents and specifications to construct the improvements.

Willdan Engineering will prepare a detailed engineer's estimate of probable costs in Microsoft Excel spreadsheet format. The items will be arranged in chronological order of construction and will be consistent with bid items included in the contractors' bid forms. The estimate will be based upon recent bid prices for similar street construction projects in Ridgecrest and vicinity. Backup quantity calculations will be provided showing detailed computations for accuracy of the quantities upon request. The



engineer's construction cost estimate will be based on plan sheet quantities and will be furnished at 95-percent and final 100-percent design milestones.

Upon completion of the engineered design drawings and bid package, Willdan will provide public bidding services as scoped in the following section.

Scope of Work

Preliminary Engineering Services

1. Conduct kickoff meeting with City staff representatives to review the project scope of work, schedule, funding requirements, and goals.
2. Coordination with Caltrans District 9 Local Assistance Engineer.
3. Review City's Regional Surface Transportation Program (RSTP) application.
4. Conduct site visit and field review of the project area.

Utility Notice and Coordination

1. Notify and coordinate with the utility agencies regarding the project-related modification of their facilities. Determine special requirements for utility facilities, including protection, right-of-way, and construction methods within the vicinity of the utility.
2. Provide a second utility notification letter (prepare to relocate) and a third utility notification letter (notice to relocate).
3. If necessary, provide a fourth utility notification letter (notice to relocate immediately).
4. Submit a preliminary and final set of plans to each utility company that provides the location, elevation of the utility, and the conflict area clouded to show the utility companies the areas that conflict.
5. Verify that the project's final design is compatible with known utilities in the project area to be installed, relocated, adjusted, or otherwise modified, including adding utility relocation windows into the construction schedule as necessary.

Environmental Compliance

NEPA Documentation

Categorical Exclusion (CE)

The tasks involved in completing the CE for the street rehabilitation project described above include the following:

1. Conduct a Field Visit/Environmental Resources Survey
2. Prepare narrative responses to each item on the Preliminary Environmental Studies (PES) Form
3. Prepare PES Form attachments (project location maps, diagrams, etc.)
4. Coordination with Caltrans for review and approval of the PES Form (assumes 1 round of Caltrans review)
5. Preparation of the Final PES Form for Caltrans' signature

Technical Studies

MH Wolfe and Associates Environmental Consulting, Inc. will conduct a screening level biological survey. Their initial scope of services will be limited to the following¹:

1. Review California Natural Diversity Database for sensitive species reported in the project area.



2. Provide a qualified biologist to conduct a field survey along approximately ½ -mile of South China Lake Boulevard between Upjohn Avenue and Bowman Avenue.
3. Prepare and submit a letter report of findings.
4. Respond to comments on the letter report of findings if required.

¹This scope does not include spotlighting, scent stations, trapping, tracking, or protocol burrowing owl survey.

CEQA Documentation

Categorical Exemption

1. Prepare a Notice of Exemption for the City's use.

Geotechnical Investigations/Pavement Design

Background Review and Pavement Distress Survey

1. Review available subsurface data or published geologic and geotechnical maps and documents to determine general subsurface conditions at the project site.
2. Perform a detailed pavement distress mapping for presence of alligator cracking, longitudinal and transverse cracking, rutting, patches and utility cuts, distortions and depressions. During this survey we will identify and use paint to mark-out locations for potential total removal and replacement.
3. Identify and mark location for coring.
4. Mark with paint all manhole lids and valve covers.

Pavement Coring/Field Investigation

1. Perform coring of pavement in 10 to 12 locations distributed along all travel lanes. Existing asphalt concrete and aggregate base thicknesses will be documented and representative subgrade soils will be collected for laboratory testing to determine their index and engineering properties. The core locations will be backfilled with the excavated spoils and tamped, then cold asphalt will be used to patch the holes.
2. Contact Underground Service Alert (USA) to locate public utilities in the exploration areas.
3. Provide traffic control during the proposed coring operation. We have assumed that City will provide a no fee encroachment permits

Geotechnical Laboratory Testing

1. Perform laboratory tests on asphalt concrete samples and subsurface soil samples to determine their physical and engineering characteristics, which will include the following:
 - In-place moisture and density
 - Grain size distribution
 - R-value Testing



Engineering Analyses and Report

1. Results obtained from the field investigation and laboratory tests will be used to develop existing AC, aggregate base and subgrade soils and define parameters for engineering analyses
2. Provide pavement design recommendations including alternative design, such as AC/AB, Full Depth Asphalt, Cold In-Place Recycling, or subgrade strengthening/improvements by lime or cement for the assigned TI of 10.

Design Engineering

Project Management

1. Maintain contact with the City Engineer primarily through weekly email updates on project status. It is our experience that maintaining frequent communication results in early identification and resolution of potential problems that could otherwise cause the project to get off track.
2. Upon receipt of Notice to Proceed, a project kick-off meeting will be conducted to meet with City Staff and review the project goals, timeline, and scope of work. Each aspect of the project will be discussed, including the design criteria, utility coordination, federal funding compliance, environmental compliance, funding requirements, plan preparation and specifications, cost estimates, submittal reviews, and anticipated construction issues. Items covered will also include, but not be limited to, NHS requirements, ADA compliance, parameters for driveway replacement, and any other special concerns of the City.
3. Obtain supporting documentation such as GIS and aerial photo files, utility contacts, record drawings, existing drainage reports, and current boilerplate specification documents from the City
4. Throughout the duration of the project, Willdan will coordinate the work of our staff and subconsultants and monitor progress against the schedule and implement corrective actions if there are signs of the schedule slipping or the budget being overrun.

Base Plan Preparation

1. Upon completion of the pavement condition survey and mark-outs of the repair locations and surface utilities within the pavement, an aerial photograph will be obtained of the project zone. The digital aerial photo will then be electronically "rubber-sheeted" to attain approximate scaling for use as a base map for identification of repairs and paving limits. Stationing will be approximated based on existing curbs in order to provide a construction centerline. The paint mark-outs will be visible in the photo and annotated with appropriate construction notes for implementing the agreed to repair strategies.

Plans, Specifications, and Estimate

1. Prepare construction plans for proposed street rehabilitation and ADA curb ramp retrofits. Proposed improvements will be designed in compliance with current Americans with Disabilities Act (ADA) requirements at the time of design engineering commencement. Plans will be prepared on 22-inch by 34-inch layout and will be submitted half size and full size on bond at 95-, and 100-percent design for City review and comment. Final approved drawings will be submitted on Mylar, wet signed by the engineer of record.
 - a. Civil Construction Plans
Construction plans will include 40 scale (approximation) plan view of the street segments with typical cross-sections, notes, and details sufficient to support bid and construction. Plan layout will include horizontal control and station callouts for limits of rehabilitation and curb ramp reconstruction. Quantity sheets will include tabulated quantities based on centerline stationing. Curb ramp reconstructions will reference Caltrans and/or City Standard Plans.
 - b. Design Exception



A design exception will be prepared to documents infeasibility of retrofitting existing driveways throughout the project limits. Such retrofitting would require right of way acquisitions and costly improvements that are well outside of an acceptable benefit to cost nexus.

2. Prepare contract documents, including notice inviting bids, bid schedule, bid forms, sample agreement, and federal compliance requirements.
3. Compile current general provisions as provided by the City of Ridgecrest.
4. Prepare technical specifications, in Caltrans format, for proposed improvements in accordance with industry standards.
5. Prepare Engineer's Opinion of Probable Cost.

Federal Compliance

Caltrans Award and Invoicing Submittals

Finance Letter Update

1. Prepare a funding request change letter to move some of the construction funds over into the preliminary engineering phase of the supplemental agreement.
2. Prepare the *Local Federal-Aid Project Finance Letter (LAPM Exhibit 3-O)* for necessary fund reallocations. Submit to Caltrans DLAE along with a copy of the approved FTIP sheet.

Field Review

1. Prepare the *Field Review (LAPM Exhibit 7-B)*, *Field Review Attendance Roster (LAPM Exhibit 7-G)*, and *Roadway Data (LAPM Exhibit 7-C)*.
2. Submit to Caltrans DLAE along with a copy of the approved FTIP sheet within 4 months of obtaining the E-76 for Preliminary Engineering.

Right of Way Certification (no Federal participation in utility relocations)

1. Following receipt of the required utility information, determine whether the project qualifies to use the Short Form ROW Certification if the project does not require right of way acquisition or relocation assistance, does not involve the railroad, and relocations are limited to adjustments of utility covers only to meet the finish roadway grade.
2. If applicable, prepare the *Short Form Right of Way Certification for Local Assistance Project Off State Highway System (LAPM Exhibit 13-A)*, the *Project Engineer's Certification of Utilities* for the Resident Engineer's signature, and the *Utility Cover Adjustment Summary (LAPM Exhibit 13-A)* if the adjustment of utility covers is checked. Or, if applicable, prepare the *Right of Way Certification Off State Highway System (LAPM Exhibit 13-B)* and the *Project Engineer's Certification of Utilities* for the Resident Engineer's signature.
3. Submit to Caltrans DLAE along with the final plans, required backup documentation from utilities, a copy of the City Resolution authorizing a City official to execute right of way certifications, and a copy of the approved environmental document to obtain right of way certification. (Short Form ROW package may be submitted with Request for Authorization for Construction package.)

Progress Invoicing for Preliminary Engineering

1. Prepare *Progress Invoice (LAPM Exhibit 5-A)* at least once every 6 months from the date of the E-76 for Preliminary Engineering, based on the following items: design consultant invoices and copies of cancelled checks for submittal to Caltrans DLAE.
2. Include documents and submittals in a Federal Funding File and make a PDF formatted file on a CD for the City.

Fees



As directed in the City's Request for Proposal, Willdan has provided our fee schedule in a separate, sealed envelope.

Exceptions to Request for Proposal or Consultant Agreement

Willdan takes no exception to the City's Request for Proposals dated April 25, 2013, except for the comments noted below relating to the consultant agreement.

We have the City's standard agreement language on file from past projects and respectfully request the following changes to meet current acceptable practices in the insurance industry. The requested changes are contractual in nature and do not affect the technical quality or completion of the project.

9. Insurance

(b) (4) Professional liability insurance covering loss resulting from errors or omissions of Consultant with a liability limit of at least \$1,000,000 per occurrence **claim and \$2,000,000 annual aggregate.**

(c) (2) All Coverages: Each policy required in this section shall contain a policy cancellation clause that provides the policy shall not be canceled or otherwise terminated by the insurer or the Consultant or reduced in coverage or in limits except after thirty (30) days' prior written notice by ~~certified~~ **first class** mail, return receipt requested, **postage prepaid**, has been given to the City, Attention: Office Manager.



Required Form

As requested in the City's Request for Proposal, Willdan has provided executed originals of DBE form 10-02. The form has been provided in a separate sealed envelope along with our proposal and fee proposal.

May 29, 2013
Revised June 18, 2013

Ms. Rachel Ford
City Clerk
City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Subject: **Fee Proposal for Street Surface Improvement Design South China Lake Boulevard
RSTP Grant**

Dear Ms. Ford:

Willdan Engineering (Willdan) is pleased to submit this fee proposal to provide environmental compliance and design engineering services relating to the City's federally funded Street Surface Improvement Design South China Lake Boulevard Project as identified in our technical proposal.

Willdan's proposed not-to-exceed fee to provide the services outlined in our proposed Scope of Work is **\$69,400**. This fee is based upon the attached breakdown.

If there are any questions regarding this submittal or our qualifications, please contact Ms. Hughes at 805.653.6597 or by email at rhughes@willdan.com.

Respectfully submitted,

Willdan Engineering



Kenneth C. Taylor, PE
Director of Engineering



Douglas Wilson, PE
Principal Project Manager

MB:mh
91005-11\06-140\P13-085_7572



**CITY OF RIDGECREST STREET IMPROVEMENT DESIGN
PROPOSED HOURS AND FEE SCHEDULE
Street Surface Improvements Design South China Lake Blvd**

WILLDAN ENGINEERING	Principal Engr	Director	Program Mgr	Principal PM	Special Fund Engr	Project Engineer	Principal Planner	Assoc Engineer	Design Mgr	Senior Designer	GIS Specialist	Designer II	Staff Engr	Utility Coodr	Sr Planner	Admin Clerical	Sub-Consultants	Direct Expenses	Total Hours	Total Fee	
Rate:	\$190	\$180	\$180	\$180	\$180	\$150	\$150	\$135	\$135	\$130	\$125	\$120	\$120	\$120	\$110	\$85					(\$)
SUMMARY TASK																					
FEDERAL FUNDING COMPLIANCE																					
Finance Letter Update				1	2															3	\$540
Field Review					8															8	\$1,440
Right-of-Way Certification					8															8	\$1,440
Progress Invoicing					4															4	\$720
Federal Funding Compliance Subtotal	0	0	0	1	22	0	0	0	0	0	0	0	0	0	0	0	0	0	23	\$4,140	
ENVIRONMENTAL COMPLIANCE																					
Environmental Clearance - NEPA																					
Technical Studies Assessment						2														2	\$300
Potential Effects on the Environment (PES Form)						4									8					12	\$1,480
Coordination with Caltrans						4														4	\$600
Final PES Form						6														6	\$900
Meetings (1) and Expenses						2														2	\$300
Biological Resources Study/Screening Level Survey																	\$4,725			0	\$4,725
Environmental Clearance - CEQA																					
Coordination with Caltrans and City						4														4	\$600
Notice of Exemption						1									2					3	\$370
Environmental Clearance Subtotal	0	0	0	0	0	0	23	0	0	0	0	0	0	0	10	0	\$4,725	\$0	33	\$9,275	
GEOTECHNICAL/PAVEMENT ENGINEERING																					
Background Review, Marking Utilities, & Permitting						8														8	\$1,200
Pavement Conditions Survey	2					2											\$4,614			4	\$5,294
Geotechnical - Coring and Testing						8							12							20	\$7,140
Pavement Design/Report	4																			4	\$7,470
Geotechnical/Pavement Engineering Subtotal	6	0	0	0	0	18	0	0	0	0	0	0	12	0	0	0	\$6,710	\$4,500	36	\$21,104	
CIVIL ENGINEERING/SURVEY																					
Project Management																					
Project Coordination			2	2				12	4											20	\$2,880
Meetings (2)								6												6	\$1,010
95% PS&E Subtotal								1				2				2				5	\$605
Final PS&E Subtotal								1				2				4				7	\$835
Subtotal	0	0	2	2	0	0	0	20	4	0	0	4	0	0	0	6	\$0	\$500	38	\$5,330	
Survey and Base Plan Preparation																					
Aerial Photography								4												4	\$1,955
Base Map (RW and Utilities)								2		4		8								14	\$1,750
Subtotal	0	0	0	0	0	0	0	6	0	4	0	8	0	0	0	0	\$1,415	\$0	18	\$3,705	
Utility Notice and Coordination																					
Utility Research and Coordination								2			1									9	\$1,115
Utility Notices (up to 3 notices per agency)								1		2										15	\$1,965
Subtotal	0	0	0	0	0	0	0	3	0	2	1	0	0	14	0	4	\$0	\$350	24	\$3,080	
Plans Preparation																					
Design Exception (Driveways)				2						4		2								8	\$1,120
Title Sheet (1 sheet)										4		6								10	\$1,240
General Notes, Abbreviations, & Quantities (1 sheet)								4		8		8								20	\$2,540
Typical Sections & Roadway Details (1 sheet)			2	2				4		8		20								36	\$4,700
China Lake Blvd Plan (2 sheets)			2	3				4		16		36								61	\$7,840
Subtotal	0	4	0	7	0	0	0	12	0	40	0	72	0	0	0	0	\$0	\$0	135	\$17,440	
Complete Specifications																					
95% Specifications		2	2	2				8												15	\$2,225
Final Specifications				2				4												7	\$965
Subtotal	0	2	2	4	0	0	0	12	0	0	0	0	0	0	0	2	\$0	\$0	22	\$3,190	
Engineer's Cost Estimate																					
95% Estimate				2				4		4										10	\$1,420
Final Estimate		1	1	0.5				1		1										4.5	\$715
Subtotal	0	1	1	2.5	0	0	0	5	0	5	0	0	0	0	0	0	\$0	\$0	14.5	\$2,135	
Civil Engineering/Survey Subtotal	0	7	5	15.5	0	0	0	58	4	51	1	84	0	14	0	12	\$1,415	\$650	252	\$34,880	
Total Hours	6	7	5	16.5	22	18	23	58	4	51	1	84	12	14	10	12					
Fee Total All Services	\$1,140	\$1,260	\$900	\$2,970	\$3,960	\$2,700	\$3,450	\$7,830	\$540	\$6,630	\$125	\$10,080	\$1,440	\$1,680	\$1,100	\$780	\$17,464	\$5,350			\$69,400



EXHIBIT 10-02 CONSULTANT CONTRACT DBE INFORMATION

(Inclusive of all DBEs listed at contract award. Refer to instructions on the reverse side of this form)

Consultant to Complete this Section			
1. Local Agency Name: <u>City of Ridgecrest</u>			
2. Project Location: <u>Ridgecrest, California</u>			
3. Project Description: <u>Street Surface Improvement Design South China Lake Boulevard Project</u>			
4. Total Contract Award Amount: <u>\$69,400</u>			
5. Consultant Name: <u>Willdan Engineering</u>			
6. Contract DBE Goal %: <u>6.8%</u>			
7. Total Dollar Amount for all Subconsultants: \$ <u>16,049</u>			
8. Total Number of all Subconsultants: <u>2</u>			
Award DBE/DBE Information			
9. Description of Services to be Provided	10. DBE/DBE Firm Contact Information	11. DBE Cert. Number	12. DBE Dollar Amount
Biological Survey	M H Wolfe and Associates Environmental Consulting Inc. 110 S. Montclair St., Ste. 201, Bakersfield, CA 93309 Phone: 661.837.1169	22249	<u>\$4,725</u>
Local Agency to Complete this Section		13. Total Dollars Claimed	<u>\$4,725</u>
20. Local Agency Contract Number: _____		14. Total % Claimed	<u>6.81%</u>
21. Federal-aid Project Number: _____		Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:	
22. Contract Execution Date: _____		23. Local Agency Representative Name (Print)	
24. Local Agency Representative Signature		25. Date	
26. Local Agency Representative Title		27. (Area Code) Tel. No.	
Caltrans to Complete this Section		15. Preparer's Signature	<u>Kenneth Taylor, PE</u>
Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness:		16. Preparer's Name (Print)	<u>Director of Engineering</u>
28. DLAE Name (Print)		29. DLAE Signature	30. Date
		17. Preparer's Title	<u>5/29/13</u> <u>714.978.8206</u>
		18. Date	19. (Area Code) Tel. No.

Distribution: (1) Copy – Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.
 (2) Copy – Include in award package sent to Caltrans DLAE
 (3) Original – Local agency files



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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT: A Resolution To Approve The Allocation Request For Public Transportation Modernization, Improvement And Service Enhancement Program (PTMISEA) Or Proposition 1B Funds To Purchase A New Security Gate And Authorize The City Manager, Dennis Speer, To Sign The Allocation Request And Accept the Funding.

PRESENTED BY:
Dennis Speer, Public Works Director

SUMMARY:
In Fiscal Year 2010-2011 the City of Ridgecrest were allocated funds through the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) or Proposition 1B allocating \$11,055.00. Staff researched and reviewed operation needs and determined the best use of these funds would be to install a new security gate at the City of Ridgecrest Corporation Yard.

The security gate will be placed at the west entrance providing an alternative route for the buses to enter and exit maintaining a continuous flow through the corporation yard and lowering the congestion thus at the fuel pumps and the general area of the maintenance shop.

Bids were solicited and to complete the project Transportation Development Act (TDA) Funds will be needed to match the total project cost of \$13,910.00. The TDA funds needed are \$2,855.00.

Staff recommends that the City Council approves the project and authorizes the City Manager to sign the Allocation Request and Accept the Funding.

FISCAL IMPACT:
Allocation of \$2,855.00 of TDA funds.
Reviewed by Finance Director

ACTION REQUESTED:
Adopt the Resolution To Approve The Allocation Request For Public Transportation Modernization, Improvement And Service Enhancement Program (PTMISEA) Or Proposition 1B Funds To Purchase A New Security Gate And Authorize The City Manager, Dennis Speer, To Sign The Allocation Request And Accept The Funding.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Approve resolution as submitted

Submitted by: Starla Shaver
(Rev. 02/13/12)

Action Date: July 17, 2013

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RESOLUTION NO. 13-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST TO APPROVE THE ALLOCATION REQUEST FOR PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT PROGRAM(PTMISEA) OR PROPOSITION 1B FUNDS TO PURCHASE A NEW SECURITY GATE AND AUTHORIZE THE CITY MANAGER, DENNIS SPEER, TO SIGN THE ALLOCATION REQUEST AND ACCEPT THE FUNDING.

WHEREAS, In Fiscal Year 2010-2011 the City of Ridgecrest was allocated funds through the, Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) or Proposition 1B allocating \$11,055.00, and

WHEREAS, Staff has research and reviewed operation needs and determined the best use of these funds would be to install a new security gate at the City of Ridgecrest Corporation Yard, and

WHEREAS, Bids were solicited and to complete the project Transportation Development Act (TDA) Funds will be needed to match the whole entire project of \$13,910.00, and

WHEREAS, The TDA funds needed are \$2,855.00.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of City of Ridgecrest Approves the Resolution To Adopt The Allocation Request For Public Transportation Modernization, Improvement And Service Enhancement Program (PTMISEA) Or Proposition 1B Funds To Purchase A New Security Gate And Authorize The City Manager, Dennis Speer, To Sign The Allocation Request And Accept The Funding.

APPROVED AND ADOPTED this 17th day of July 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jason Patin, Vice Mayor

ATTEST

Rachel J. Ford, CMC, City Clerk

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**Public Transportation Modernization, Improvement and
Service Enhancement Program (PTMISEA)
PROJECT DESCRIPTION AND ALLOCATION REQUEST**

		Regional Entity: Kern Cog
Project Lead*: City of Ridgecrest	County: Kern	
Project Title: Corp Yard Security Enhancement Project		

I certify the scope, cost, schedule, and benefits as identified in the attached Project Description and Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process, which may effect the amount of bond proceeds received by the project sponsor now and in the future. Project sponsors may need to consider alternative funding sources if bond proceeds are not available. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project sponsor shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation -- Division of Mass Transportation.

Name: Dennis Speer

Signature:

Title: City Manager

Agency: City of Ridgecrest

Date:

*If this project includes funding from more than one project sponsor, the project sponsor above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of PTMISEA funds (GC Section 8879.55(a)(2) and/or Section 8879.55(a)(3)) contribution. Sign below or **attach a separate officially signed letter providing that information.**

Name:

Signature:

Title:

Agency:

Date:

Amount:

PTMISEA PROJECT DESCRIPTION AND ALLOCATION REQUEST

	7/8	8/9	9/10	10/11
Request Amount per GC 8879.55(a)(2)/PUC 99313:	\$0	\$0	\$0	\$11,055
Request Amount per GC 8879.55(a)(3)/PUC 99314:	\$0	\$0	\$0	\$0
Total Project Allocation Request:	\$0	\$0	\$0	\$11,055
Project Title:	Corp Yard Security Enhancement Project			
Project Location/Address:	636 W. Ridgecrest Blvd Ridgecrest Ca. 93555			

Table 1: Project Lead/Recipient Agency Information

Project Lead/ Recipient Agency: <u>City of Ridgecrest</u> Contact: <u>Kern Cog</u> Contact Phone #: <u>760.499.5041</u> Email Address: <u>sshaver@ridgecrest-ca.gov</u> Address: <u>100 W. California Ave.</u> <u>Ridgecrest Ca. 93555</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Legislative District Numbers</th> </tr> <tr> <td style="width: 70%;">Assembly:</td> <td style="text-align: center;">18</td> </tr> <tr> <td>Senate:</td> <td style="text-align: center;">32</td> </tr> <tr> <td>Congressional:</td> <td style="text-align: center;">41</td> </tr> <tr> <td>Amount:</td> <td style="text-align: center;">Fund Type:</td> </tr> <tr> <td>\$ _____</td> <td style="text-align: center;">99314</td> </tr> <tr> <td>\$ _____</td> <td style="text-align: center;">_____</td> </tr> </table>	Legislative District Numbers		Assembly:	18	Senate:	32	Congressional:	41	Amount:	Fund Type:	\$ _____	99314	\$ _____	_____
Legislative District Numbers															
Assembly:	18														
Senate:	32														
Congressional:	41														
Amount:	Fund Type:														
\$ _____	99314														
\$ _____	_____														

Table 2: Contributing PTMISEA-Eligible Project Sponsor Information

PTMISEA Contributors: <u>Kern Cog</u> Contact: <u>Bob Snoddy</u> Contact Phone #: <u>661.861.2191</u> Email Address: <u>snoddy@kerncog.org</u> Address: <u>1401 19th St. Suite 300</u> <u>Bakersfield, Ca. 93301</u>	Amount : <u>\$11,055</u>	Fund Type: <u>99313</u>
Other PTMISEA Contributors (Attach sheet with contact info) _____ _____ _____ TOTAL	Amount: \$ _____ \$ _____ \$ _____ \$11,055	Fund Type: _____ _____ _____ _____

(*Contributing project sponsors attach signed letters of verification as to amount and eligibility or sign cover page)

Table 3: Project Category

Check **only 1** box that best fits the description of the project being funded.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Rehabilitation, Safety or Modernization Improvement | <input type="checkbox"/> Bus Rapid Transit |
| <input type="checkbox"/> Capital Service Enhancement or Expansion | <input type="checkbox"/> Rolling Stock Procurement: |
| <input type="checkbox"/> New Capital Project | <input type="checkbox"/> Expansion
<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Replacement |

Table 4: Project Summary

a) Describe the project (or minimum operable segment) for which you are applying for funds. Attach additional sheets if necessary. If the application is for the purchase of vehicles or rolling stock, please include information on number of vehicles, size, passenger count, accessibility, and fuel type:

Write here: Replace old existing west gate with a security electric gate. By installing a new gate it will enhance security as well as provide a safer entrance and exit for the Transit Buses eliminating congestion in the City of Ridgecrest Corporation Yard.

b) Useful Life of the Project: 15 years

Table 5: Description of Major Benefits/Outcomes

a) Please check appropriate Benefit/Outcome:

<u> </u> Increase Ridership	by <u> </u> %
<u> X </u> Reduce Operating/Maintenance Cost	by <u> 10 </u> %
<u> </u> Reduce Emissions	by <u> </u> %
<u> X </u> Increase System Reliability	by <u> 15 </u> %

b) Please summarize and describe any other benefits:

Table 6: Project Schedule

	Date
Begin Project Approval & Environmental Document Phase	
CEQA/ Environmental Compliance	
End Project Approval & Environmental Document Phase	
Begin Plans, Specifications & Estimates Phase	
End Plans, Specifications & Estimates Phase	
Begin Right of Way Phase	
End Right of Way Phase	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	10/1/2013
End Vehicle/Equipment Order (Contract Acceptance)	11/1/2013
Begin Closeout Phase	11/30/2013
End Closeout Phase	12/30/2013

Table 7: Tax Compliance Information

Is it reasonably anticipated that any money will be derived at any point in the future as a result of the project that will be paid to the State? YES NO

If yes, please describe the source of the money and provide an estimate of the amount: Estimate: \$ _____

**Public Transportation Modernization, Improvement, and Service Enhancement Account
Total Project Cost and Funding Plan**

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								Project Total
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Vehicle/Equip Purchase	0	0	0	13,910	0	0	0	13,910
Other	0	0	0	0	0	0	0	0
TOTAL	0	0	0	13,910	0	0	0	13,910

Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase				11,055				11,055
Other								0
TOTAL	0	0	0	11,055	0	0	0	11,055

Funding Source: PTMISEA INTEREST								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

Funding Source: TDA								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase				2,855				2,855
Other								0
TOTAL	0	0	0	2,855	0	0	0	2,855

Funding Source:								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

Funding Source:								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

**Public Transportation Modernization, Improvement, and Service Enhancement Account
Total Project Cost and Funding Plan**

Shaded fields are automatically calculated. Please do not fill these fields.

Funding Source:								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

Funding Source:								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

Funding Source:								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

Funding Source:								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

Funding Source:								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

Funding Source:								
Component	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Other								0
TOTAL	0							

**Public Transportation Modernization, Improvement, and Service Enhancement Program (PTMISEA)
Projected Cash Flow Schedule**

Project Title: Project
Sponsor Agency: Agency
Sponsor Contact: Contact

Corp Yard Security Enhancement Project
Kern Cog
Bob Snoddy

PTMISEA : Cash Flow Projections									
PTMISEA Funded Phase	Start Date	Prior	Jul 2012 - Dec 2012	Jan 2013 - Jun 2013	Jul 2013 - Dec 2013	Jan 2014 - Jun 2014	Jul 2014 - Dec 2014	Total this request	Future requests
PS&E								\$0	
Right of Way								\$0	
Construction - Scope of work task #1								\$0	
Construction - Scope of work task #2								\$0	
Construction - Scope of work task #3								\$0	
Construction - Scope of work task #4								\$0	
Vehicle / Equipment Order	10/1/2013				\$11,055			\$11,055	

PTMISEA Cash Flow Projections						
	Jul 2012 - Dec 2012	Jan 2013 - Jun 2013	Jul 2013 - Dec 2013	Jan 2014 - Jun 2014	Jul 2014 - Dec 2014	Total
Totals:	\$0	\$0	\$11,055	\$0	\$0	\$11,055

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CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM

SUBJECT:

Resolution 13- , A Resolution of the Ridgecrest City Council Supporting the "50th Anniversary Parade"

PRESENTED BY:

Ron Strand, Chief of Police

SUMMARY:

The Ridgecrest 50th Anniversary Committee is organizing the City of Ridgecrest 50th Anniversary Celebration. The Committee is planning the event to include a parade on State Route 178 (N. China Lake Blvd.) between Drummond Ave. and French Ave.

The 50th Anniversary Committee is currently in the process of filing an application for an encroachment permit to temporarily close and/or restrict traffic on State Route 178 for the parade. As part of the application process, State of California, Department of Transportation is requesting a resolution from the City of Ridgecrest supporting the "50th Anniversary Parade." Support from the City would allow for the 50th Anniversary Committee's application fees to be waived.

The 50th Anniversary Committee has applied for a Special Event permit with the City for the parade. Members of the Committee have been in contact with the Police Department to discuss the proposed parade route - with more meetings anticipated in the future.

FISCAL IMPACT: None

Reviewed by Administrative Services Director:

ACTION REQUESTED:

Recommend approval by City Council supporting the 50th Anniversary Committee's application with the State of California, Department of Transportation.

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Recommend approval by City Council supporting the 50th Anniversary Committee's application with the State of California, Department of Transportation

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RESOLUTION NO. 13-

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL SUPPORTING
THE "50th ANNIVERSARY PARADE"**

WHEREAS, the City of Ridgecrest has applied to the State of California through Department of Transportation to conduct the "50th Anniversary Parade" on state property, and;

WHEREAS, the parade will require the temporary closure of State Route 178 (N. China Lake Blvd.), between the intersections of Drummond Ave. and French Ave. on November 2, 2013 between 1000 and 1200 hours; and,

WHEREAS, there is no other acceptable alternate route for the parade.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest approves and consents to the proposed "50th Anniversary Parade" and recommends approval of, and consents to, the proposed closure and/or restriction of State Route 178 upon terms and conditions deemed appropriate and necessary by the State of California, Department of Transportation.

APPROVED AND ADOPTED THIS 17th day of July, 2013, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

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CITY COUNCIL/REDEVELOPMENT AGENCY AGENDA ITEM

SUBJECT:

Grant Application for a United States Department of Justice, Byrne Justice Assistance Grant.

PRESENTED BY:

Ron Strand, Chief of Police

SUMMARY:

The United States Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program has allocated one-time grant funding to the City of Ridgecrest Police Department in the amount of \$10,455.00 to purchase police equipment products over a period of four years. The grant period begins July 2013 and ends in June 2017.

The Police Department plans to use these funds to purchase equipment and installation of security improvements for the PD front lobby. These improvements consist of a security glass partition, cabinet retrofitting to accept the security partition, a new counter top and fully securable door.

The total cost of this project is \$10,625.77, leaving a balance of \$170.77 to be paid by the City.

FISCAL IMPACT:

Approximate revenue to the city in the amount of \$10,455.00

ALLOTMENT GRANT- NO MATCHING REQUIRED

Reviewed by Administrative Services Director

ACTION REQUESTED:

Approval of Resolution

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Approval of Resolution authorizing acceptance of the annual Byrne Justice Assistance Grant

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RESOLUTION NO. 13-

A RESOLUTION OF THE RIDGECREST CITY COUNCIL AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF THE UNITED STATES DEPARTMENT OF JUSTICE, BYRNE PROGRAM GRANT.

WHEREAS, the United States Department of Justice is offering grants under the Edward Byrne Memorial Justice Assistance Grant Program for police equipment, and;

WHEREAS, this grant has allocated \$10,455.00 to the City of Ridgecrest Police Department for police equipment, and;

WHEREAS, this grant will fund expenditures relating to the installation of security features in the police department lobby in FY14, and;

WHEREAS, this grant covers a four-year operational period from July 2013 through June 2017.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest authorizes the City Manager, or his designee, to apply for this grant with the United States Department of Justice Edward Byrne Justice Assistance Grant Program, and to approve, sign and execute any and all documents relating to the grant award, including amendments, and;

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED, that the City Council authorizes the Finance Director to increase the FY14 budget revenue and expenditures in the amount of this grant, and;

BE IT FURTHER RESOLVED, that this resolution shall remain in full force and effect until a resolution of the City Council is adopted amending or rescinding this resolution,

APPROVED AND ADOPTED THIS 17th day of July, 2013, by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

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CITY COUNCIL/REDEVELOPMENT AGENCY AGENDA ITEM

SUBJECT:

Resolution of the Ridgecrest City Council Increasing the Witness Fee Deposit for Police Officers

PRESENTED BY:

Ron Strand, Chief of Police

SUMMARY:

Beginning January 1, 2013, pursuant to Government Code Section 68097.2, the witness fee deposit for police officers increased from \$150 to \$275.

This fee reimburses the direct cost of the police officer, including travel, for each day the officer is required to remain in attendance pursuant to the subpoena. This fee deposit must be paid at the time the civil subpoena is served at the Ridgecrest Police Department for the police officer. If the direct cost is less than or greater than the deposit, the party issuing the subpoena shall be reimbursed or required to pay the difference.

FISCAL IMPACT:

Reimburses direct costs of police officers subpoenaed to civil court.

Reviewed by Administrative Services Director

ACTION REQUESTED:

Approval of Resolution

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action As Requested: Approve a resolution authorizing an increase to the witness fee deposit for police officer from \$150 to \$275.

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RESOLUTION NO. 13-xx

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL INCREASING
THE WITNESS FEE DEPOSIT FOR POLICE OFFICERS**

WHEREAS, beginning January 1, 2013, pursuant to Government Code Section 68097.2, the witness fee deposit for police officers increased from \$150 to \$275, and;

WHEREAS, this fee deposit must be paid at the time the civil subpoena is served at the Ridgecrest Police Department for the police officer, and;

WHEREAS, this fee reimburses the direct cost of the police officer, including travel, for each day the officer is required to remain in attendance pursuant to the subpoena, and;

WHEREAS, if the direct cost is less than or greater than the deposit, the party issuing the subpoena shall be reimbursed or required to pay the difference.

NOW THEREFORE, BE IT RESOLVED that the Witness Fee Deposit for police officers be increased to \$275.

APPROVED AND ADOPTED THIS 17th day of July, 2013, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/
FINANCING AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

A Resolution Of The Ridgecrest City Council Supporting The "Parade Of 1000 Flags"

PRESENTED BY:

Rachel J. Ford – City Clerk

SUMMARY:

The Exchange Club has submitted a special event permit to hold the annual "Parade of 1000 Flags" on September 7, 2013 from 9:00am to 11:00am. The parade will follow the same route as last year thru City streets. Part of the parade route is on State Route 178 and the State of California Department of Transportation requires a resolution by the Council to support this event.

Staff recommendation is to approve the temporary closure of State Route 178 to accommodate this event by approving this resolution.

FISCAL IMPACT:

None

Reviewed by Finance Director

ACTION REQUESTED:

Approve A Resolution Of The Ridgecrest City Council Supporting The "Parade Of 1000 Flags"

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Approve A Resolution Of The Ridgecrest City Council Supporting The "Parade Of 1000 Flags"

Submitted by: Rachel J. Ford
(Rev. 6/12/09)

Action Date: July 17, 2013

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RESOLUTION NO.13-xx

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL SUPPORTING
THE "PARADE OF 1000 FLAGS"**

WHEREAS, the Exchange Club of Ridgecrest has applied to the State of California through Department of Transportation to conduct the "Parade of 1000 Flags" on state property, and;

WHEREAS, the "Parade of 1000 Flags" will require the temporary closure of State Route 178 on September 7, 2013 from 9:00 a.m. and 11:00 a.m., and;

WHEREAS, there is no other acceptable alternate route for the parade, and;

WHEREAS, the State of California, Department of Transportation requests the City of Ridgecrest be in support of the parade as part of application approval process.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ridgecrest approves and consents to the proposed "Parade of 1000 Flags" and recommends approval of, and consents to, the proposed closure and/or restriction of State Route 178 upon terms and conditions deemed appropriate and necessary by the State of California, Department of Transportation.

APPROVED AND ADOPTED THIS 17th day of July, 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

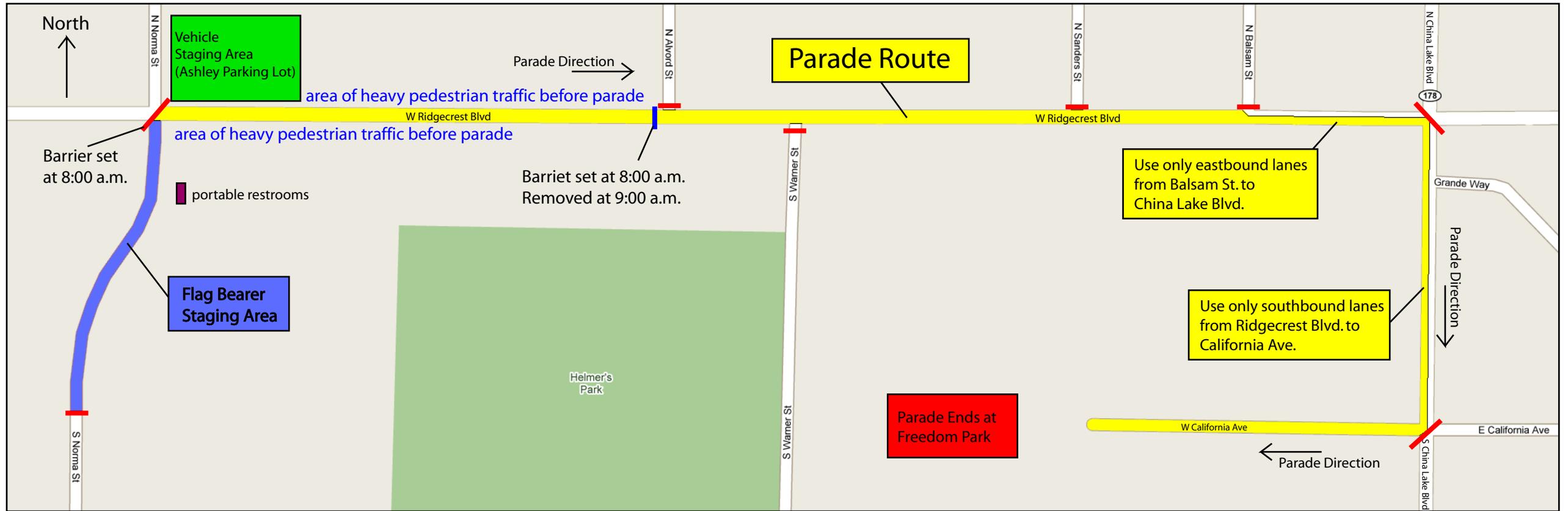
ABSENT:

Jason Patin, Vice Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

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- - Barricade. No public vehicular traffic during parade
- - Barricade. No public vehicular traffic before parade

Parade of 1,000 Flags

Saturday, September 7, 2013

Staging 8:00 a.m.

Parade Starts: 9:00 a.m.

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/HOUSING
AUTHORITY/FINANCING AUTHORITY AGENDA ITEM**

SUBJECT:

Minutes of the Regular City Council/Successor Redevelopment Agency/Housing Authority/Financing Authority Meeting of June 5, 2013

PRESENTED BY:

Rachel J. Ford, City Clerk

SUMMARY:

Draft Minutes of the Regular City Council/Successor Redevelopment Agency/Housing Authority/Financing Authority Meeting of June 5, 2013

FISCAL IMPACT:

None

Reviewed by Finance Director:

ACTION REQUESTED:

Approve minutes

CITY MANAGER 'S RECOMMENDATION:

Action as requested: Approve Draft Minutes

Submitted by: Rachel J. Ford
(Rev. 6-12-09)

Action Date: June 19, 2013

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MINUTES OF THE REGULAR MEETING OF THE RIDGECREST CITY COUNCIL

City Council Chambers
100 West California Avenue
Ridgecrest, California 93555

June 5, 2013
5:30 pm

This meeting was recorded and will be on file in the Office of the City Clerk for a certain period of time from date of approval by City Council. Meetings are recorded for the purpose of preparation of minutes.

CITY OF RIDGECREST

CITY COUNCIL REDEVELOPMENT SUCCESSOR AGENCY HOUSING AUTHORITY FINANCING AUTHORITY

AGENDA

Regular Council
Wednesday June 5, 2013

CITY COUNCIL CHAMBERS CITY HALL
100 West California Avenue
Ridgecrest, CA 93555

Closed Session – 5:30 p.m.
Regular Session – 6:00 p.m.

This meeting room is wheelchair accessible. Accommodations and access to City meetings for people with other handicaps may be requested of the City Clerk (499-5002) five working days in advance of the meeting.

In compliance with SB 343. City Council Agenda and corresponding writings of open session items are available for public inspection at the following locations:

1. City of Ridgecrest City Hall, 100 W. California Ave., Ridgecrest, CA 93555
2. Kern County Library – Ridgecrest Branch, 131 E. Las Flores Avenue, Ridgecrest, CA 93555
3. City of Ridgecrest official website at <http://ci.ridgecrest.ca.us>

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CALL TO ORDER

ROLL CALL

Council Present: Mayor Daniel O. Clark, Mayor Pro-Tem Jason Patin; Vice Mayor Marshall ‘Chip’ Holloway; Council Members James Sanders and Lori Acton

Staff Present: City Manager Dennis Speer; City Attorney Keith Lemieux; City Clerk Rachel J. Ford; and other staff

APPROVAL OF AGENDA

Motion To Approve Agenda Made By Council Member Patin, Second By Council Member Acton. Motion Carried By Voice Vote Of 5 Ayes; 0 Noes; 0 Abstain; 0 Absent.

PUBLIC COMMENT – CLOSED SESSION

- None Presented

CLOSED SESSION

GC54957.6 Labor negotiations – UFCW Golden State 8; Police Employee Association of Ridgecrest (PEAR); and unrepresented groups of employees including Management, Mid-Management, and Confidential. Agency Negotiator Dennis Speer

REGULAR SESSION – 6:00 p.m.

- Pledge Of Allegiance – Peggy Spraker and Ron Adams
- Invocation – Rev. Thomas

CITY ATTORNEY REPORT

- Closed Session
 - Received report – no action taken
- Other
 - none

PUBLIC COMMENT

Ronald Porter

- Referenced comments made by a Council Member regarding acquiesce to Supreme Court.

Dave Matthews

- Relayed information on the DAC meeting on Friday noon to 4:00 p.m. at Jawbone and Saturday from 8-4 at Carriage Inn.

Louis Renner

- Asked for information supporting articles in the News Review related to salaries and fee increases.

Charles Lansing

- Drugs and paraphernalia needs cleaned up near the schools.
 - Direction given to staff to follow up

Andy Anderson

- Expressed unhappiness in budget decisions cutting police/public safety.
- Not enough funds given to roads
- Lesser percentage of cut to parks
 - Mayor requested comments be made during budget discussion

Kurt Bryant

- Commented on News Review editorial.
- Expressed concern of revenue projections.
- Commented on spending issues of wastewater fund.
- Concerned about the published salaries for some employees.
- Commented on concerns of potential bankruptcy.

Chris Nicolson

- Easement to prevent trespassing at majestic sky court
- Road repair on south Sunland
- Accountability in gas tax shortage
- Justification of 100k parks director salary
- Status of redevelopment bond funds and litigation burden
- 500 block of Inyokern road dilapidated building removal
- Leroy Jackson park extension eyesore and garbage
- Street sweeper

Mike Neel

- Commented on clapping as a form of free speech
- Suggestion of adopting a resolution supporting the first 10 amendments of the constitution and read a copy of the City of Gun Barrel Texas resolution.
- Read scripture from the Bible referencing oppression of the poor.
- Commented on litigation against Dale Howard.
- Read motion and ruling of judge regarding the Dale Howard case.
- Recommended council fire the law firm and drop the lawsuit.

Jerry Taylor

- Commented on number of committee members and legality.

Howard Auld

- I've got your back came true for Barbara and Howard when they had a flat tire.
- Officer Mike Atkins assisted and protected them during the incident.
- Publicly thanked Officer Atkins.

Closed Public Comment at 6:31 p.m.

PRESENTATIONS

1. Presentation Of A Proclamation Honoring Ridgecrest Citizen John Cianni

Clark

Council presented a proclamation to John Ciani and the Ridgecrest Police Department presented a special plaque honoring Mr. Ciani

2. Presentation Of Employee Service Awards

Clark

Council presented years of service awards to employees who have reached specific milestones in their careers.

CONSENT CALENDAR

3. Approval Of A Resolution Of The Ridgecrest City Council Adopting An Updated Emergency Operations Plan

Strand

4. Approval Of Draft Minutes Of The Regular Council Meeting Dated May 15, 2013

Ford

Items Removed for Discussion

- Number 3 pulled

Motion To Approve Item 4 of the Consent Calendar Made By Council Member Patin, Second By Council Member Sanders. Motion Carried By Voice Vote Of 5 Ayes; 0 Noes; 0 Abstain; 0 Absent.

Item 3 Discussion

Mike Neel

- Asked how many Council read and understand the Emergency Operations Plan.

Ron Strand

- Explained the plan as a guideline which is required and useful in a disaster situation.

Mike Neel

- Encouraged Council and staff to read and understand the document.

Jerry Taylor

- Asked about emergency drills.

Motion To Approve Item 5 of the Consent Calendar Made By Council Member Acton, Second By Council Member Sanders. Motion Carried By Voice Vote Of 5 Ayes; 0 Noes; 0 Abstain; 0 Absent.

PUBLIC HEARING

5. Public Hearing And Approval Of A Resolution Establishing A Five Year Rate Schedule For The City's Sewer Charges **Speer**

Dennis Speer

- Gave staff report

Mark Hildebrand

- Gave PowerPoint Presentation regarding Wastewater Rate Study Recommendations. *(Copy available in the City Clerk's Office)*

Lori Acton

- Inquired about the lifespan of a typical sewer system.
 - City Engineer responded

Chip Holloway

- Requested explanation of the single family rate.
 - Mark Hildebrand - complied

Lori Acton

- Reviewed scenarios with Mr. Hildebrand
- Scenario 1 does not add to the emergency capital and rates were raised for only repair and maintenance.

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Jason Patin

- Commented on the repairs needed at this time in addition to a new plant in the future. Need between \$80 & \$90 million to do both functions.
- Reviewed status of the wastewater fund which would have a shortfall in excess of \$50 million after existing loan is paid.
- If Council does nothing then will still be unable to fix the problem.
 - Mark Hildebrand – trying to get into the position to be able to borrow against the fund in future to complete necessary repairs and construction.

Dan Clark

- Asked for review of rate comparison of other Cities and read announcement that San Bernardino rates being raised from approximately \$6 per month to \$40 per month.

Jason Patin

- Clarified that it has been 17 years since last rate increase which has resulted in this level of increase and encouraged Council to not repeat this action again by raising the rates incrementally.

Dan Clark

- Researched concerns of a former Council Member of rates being unreasonable and that staff had not done their job.
- Reviewed the 4 types of sewer fees for capacity, inspection, connection, and availability.
- Outlined each fee and the increases implemented throughout the years.
- Asked citizens to consider whether the fee increase is reasonable considering there has been no increase since 1994.
- Reviewed previous presentation staff brought to Council in 2011, which Council chose not to follow.

Jim Sanders

- Reviewed loans currently owed to the wastewater fund.
 - Mark Hildebrand – responded
- Clarified that the loan is not being paid back by the increased fees but rather by the general fund annually.
- Reviewed scenario if the loan could be paid back by the general fund faster.
 - Mark Hildebrand – would only meet the reserve requirement quicker but would have little impact on the final outcome.
- Clarified that if Council found a way to repay the loan faster thereby not needing the rates at the level proposed, Council has the ability through the Prop 218 hearing to lower the rates.

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Jim Sanders (cont.)

- Commented on estimated cost of living and population numbers used in the calculation.
 - Mark Hildebrand – proposed rates would be higher if population growth rate is estimated too high because there are fewer people trying to cover the needed deficit.
- Believe there are several points that are estimated lower than needed.

Lori Acton

- Questioned what would happen if Council did not take necessary action now.
 - Mark Hildebrand – putting off from 2011 to now increase each fee increment by between 10% - 30%

Dan Clark

- Reviewed past fees increases.

Chip Holloway

- Referenced tour of Santa Maria wastewater plant which was built due to mechanical issue and their rates went up faster because of the urgent need and was required by the State.
- Looking at the same type of scenario if we do not plan ahead now and begin raising the funds needed to borrow for future.
- Do not want the State coming here to tell us how to solve our wastewater problems.

Mark Hildebrand

- Commented on the Prop 218 process and commended Council for their transparency.

Dan Clark

- Wastewater fees are exempt from vote process.

Recessed for 5 minutes

Mayor Clark requested a count of persons wishing to speak on the item and noted time limitations of 1 hour for total comment.

Public Comment Opened at 7:54 p.m.

Jerry Taylor

- Requested infrastructure replacement plan.
- Asked how citizens can monitor the progress promised without the plan.
 - Lori Acton – reviewed the request and cost to develop such a plan.

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Chris Nichols

- Referenced Delano home and compared increases and requested Council actually repair something with the funds rather than just collect.
- Commented on large user participation.

Robert Eierman

- Commented on last issue regarding trash
- Reminded public that initiative process gives power to people to repeal increases.
- Commented on the approach used to raise the fees and prepare the public.

Ronald Porter

- Reviewed initial purpose of enterprise fund.
- Commented on burden of proof for legality.
- Referenced section 4 and capital improvements.
- Referenced section 6 for actual costs with engineers report.
- Stated the process by Council is illegal and presented document to Council.

Craig Stump

- Spoke on collection system and what would happen in a failure.
- Believes a rate increase is needed but requested emphasis is on the collection system.
- Asked Council to prevent future borrowing of the fund.
- Asked Council to repair as blockages occur rather than survey entire system.
- Commented on future plans of the plant.
- Asked council to explain why plant needs replaced.

Christina Witt

- Accepts challenge to put forth initiative.
- Commented on population fluctuation.
- Asked Council to consider tenants, senior citizens, and low income families.
- Spoke on tax increases and consumer goods increases.

Stan Rajtora

- Agrees with Jerry Taylor on capital improvement plan.
- Concerned about preparation to debt finance.
- Commented on the reserves
- Reminded Council of request for an independent oversight committee for the wastewater fund.

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Stuart Breil

- Objected to rate increase.
- Commented on rental rates impacted by increase.
- Commented on need for a plan.
- Opposed to fee increase without a plan.
- Commented on department of defense personnel not receiving cost of living increase in past 3 years
- Asked about naval base contribution.
- Requested Council not proceed without engineering study.

Jim Fallgetter

- Against a rate increase without a proper engineering plan.
- Referenced comments from Council Member Patin
- Commented on Council not having a study.
- Commented on public distrust of Council as a whole and recommended delaying action, doing a study, and returning with a plan.

Mike Neel

- Spoke on presentation and assumptions to base increase.
- Asked Council to consider fairness in their actions.
- Referenced staffing costs.
- Commented on line replacement and asked Council to be reasonable.
- Commented on cash reserve and stated is unreasonable.
- Recommended a 25% increase for 3 years then reevaluate.
- Concerned about legality and constitutionality
- Referenced Howard Jarvis litigation pertaining to wastewater loan.
- Considering an initiative.

Dave Matthews

- Spoke on attendance at last meeting and assumption that rates would only go up \$10-\$15 per month however looking at presentation the rates are going up to over \$30.
- Made comments pertaining to \$8 rate and possible refund.
- Commented on infrastructure committee meetings and Naval Base cooperation.
- In favor of replacing treatment plant because age and made parts obsolete.
- Not particularly happy with the rate but in favor.
- Suggest rounding to next highest dollar and err on conservative side.

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Renee Westalusk

- Asked for clarification of 'capacity'.
- Referenced conversation with former City Manager Kurt Wilson
- Asked Council about option of just replacing sewer lines without building new plant
- Asked how quality of life will be affected.
- Expressed concerns of the fund being borrowed again and asked for full transparency.

Joe Habermann

- Owner of multi-unit complex and increase to tax bill.
- Commented on comparison of Ridgecrest to higher cost areas.
- Commented on competitors and current adequate housing which affects rent ability of units.
- Concerned with equity on unit size.
- Las Vegas counts fixtures to establish their rates.
- Requested Council restructure how the rates are set and consider home size and number of fixtures in the home.

Liv Loscar

- Asked about the overlap of construction.
- Asked for turn-around time if lines need repaired.
- How far ahead do we need to plan.

Tom Wiknich

- Commented on council appearance while listening to comments.
- Spoke on number of fixtures and number of persons.
- Asked if rate structure can exceed 5 years.
- Suggested fixing a rate that would reduce after the plant was completed.

Andy Anderson

- Asked council for assurances that the wastewater fund would not be raided again.
- Requested Council give an absolute guarantee that the fund would not be raided again.

Christina Witt

- Read opinion letter regarding wastewater fee sent to City of Ridgecrest.
- Referenced wastewater loan and trust issues.
- Council has to compensate for lack of trust from past councils.
- Compared fee increase to same as asking boss for raise.

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Jim Fallgetter

- Concurred with Tom Wiknich about Council attitude during comments.
- Summarized comments made referencing engineering study, and council knowledge of rates.
- Referenced comments about citizens.
- Asked Council to do their homework and get more information.
- Made implications that council had other plans for the money and commented on lack of trust.

Jerry Taylor

- Agreed with Mr. Fallgetter on trust issues
- Commented this is about regaining trust of citizens.
- Mentioned number of letters received protesting the fee increase.

Ron Porter

- Reviewed additional compliance issues of Prop 218.
- Spoke on assessment as a building fund only, not maintenance fund.
- Commented on unlawful charges for homes on septic.
- Gave history of sewer plant fund.
- Referenced handout.

Closed Public Comment at 8:48 p.m.

Jim Sanders

- Appreciate comments received by public.
- Difficult decision for Council.
- Responded to comments of legality.
 - Keith Lemieux – number of procedures in the referenced sections that relate to various fees. Convinced consultant has followed legal process.
 - Mark Hildebrand – did not hear anything that concerns our firm.
- Council not experts in sewer collection therefore experts were hired.
- Find nothing questionable in the reports from consultant and are erring on the side of a lower rate which give some concern.

Lori Acton

- Understand the frustration with paying more fees but to be told am incompetent and have not spent time on this subject is incorrect.
- Spent many hours questioning staff and consultants on all the concerns brought forward.
- Can't go out and do things if we do not have the funds available.
- Asked if there is a way to set the wastewater fund as a special district assessment similar to a parks district assessment.

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Lori Acton (cont.)

- Council understands the trust issue and want protection of the fund.
 - Keith Lemieux – this is a fee and all funds collected are mandated for specific use.

Chip Holloway

- Questioned the fixture concept. Is a fixture cost captured in another formula for the connection fee?
 - Mark Hildebrand – can be used in sewer availability and in the connection fee to estimate the amount of flow and is a one-time connection fee.
- When a rate survey is done, it is strictly done by cost rather than appraised value of a community.
- Commented on scare tactics and accusations of stealing from the wastewater fund.
- Referenced letter regarding wastewater loan.
- Commented on former city manager actions.
- Commented on new council being beat up for actions of former staff members.
- Spoke on in-lieu franchise fee and engineers report.
- Council should not be punished for actions that were taken without council's knowledge.
- Commented on loan balance and asked public to stop validating that as a tool being used to discredit current council.
- Council did borrow from wastewater fund in past and each time benefitted the public by saving from going to private agencies and paying higher interest rates and brokers fee.
- Borrowing from wastewater fund is a smart move so long as it is publicly disclosed.
- Commented on rates outlined in report and costs to do minimal repairs to the system.
- Gave analogy of homeowner obligation to justify ability to pay mortgage and desire to build a mansion. Have to show increase in income to prove ability to pay back a loan.
- Council trying to build a history of ability to repay a loan to the bond council.
- Cannot deny that a 50 year old plant is on borrowed time.
- No problem with having an oversight committee.
- Feel to not do something tonight would be the most irresponsible thing ever done as a council member.

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Jason Patin

- Apologized for inaccurate numbers when presenting scenarios.
- Commented on ADD and inability to sit still and asked public to please not misinterpret actions.
- Have a situation where rates have not been raised in 17 years and council is electing to fix the situation.
- Not happy about the situation because every council member will also have to pay these rates.
- Ok with taking the heat from the public even though this situation was created by inaction in the past.
- Need to move forward as a city, can't keep talking about what past council's did. If this council does something irresponsible then call us on it but don't blame this council for past issues not of our doing.

Lori Acton

- Asked for clarification of time needed to construct a new plant
 - Mark Hildebrand – confirmed 2 to 4 years and clarified the process for preparing plans and need to have funds available.

Dan Clark

- Read letters from Marta Meier and Raylene Dean.
- Clarified reason for increase is age of plant and capacity level.
- Referenced sewer management plan and components used to determine what needs to be fixed.
- Not certain city needs to spend millions of dollars to run cameras thru every line and suggested looking at the age and camera only those we think will have problems soon.
- Commented on State of California mandating trash and capability of Lahontan being able to do the same thing if we do not prepare now to be in compliance.
- Commented on the borrowing of wastewater funds during previous time on the council. Did not have a clue the funds had been moved and was frustrated in inability to read the budget. Hold previous council accountable for not making sure they had a budget that was readable but happy the funds are being paid back now.
- Commented on projects paid for by borrowing short-term from the wastewater fee.
- If any Measure 'L' funding is spent inappropriately then will resign and same goes for wastewater fund.
- Asked public to not blame new council members for things that happened in the past.
- Asked for motion

Motion To Approve A Resolution Establishing A Five Year Rate Schedule For The City's Sewer Charges Made By Council Member Patin , Second By Council Member Sanders . Motion Carried By Roll Call Vote Of 5 Ayes; 0 Noes; 0 Abstain; 0 Absent.

Council Member Acton left the meeting at 9:25 p.m.

6. Public Hearing And Approval Of Resolution Confirming The Annual Engineer's Report And The Assessment Diagram Connected Therewith; And Ordering The Levy And Collection Of Assessments For Fiscal Year 2013/2014 Culp

Loren Culp

- Gave staff report

Public Comment Opened at 9:29 p.m.

Andy Anderson

- Asked for clarification of engineers report
 - Loren Culp - complied

Council Member Acton returned to the meeting at 9:28 p.m.

Jerry Taylor

- Commented on rate being charged.
- Asked council to consider a different rate than LS1 for future lighting districts.
- Expressed hope that funds are being spent on contractor

Motion To Approve A Resolution Confirming The Annual Engineer's Report And The Assessment Diagram Connected Therewith And Ordering The Levy And Collection Of Assessments For Fiscal Year 2013-2014 Made By Council Member Holloway , Second By Council Member Patin . Motion Carried By Voice Vote Of 5 Ayes; 0 Noes; 0 Abstain; 0 Absent.

DISCUSSION AND OTHER ACTION ITEMS

7. Discussion And Approval Of A Resolution Of The Ridgcrest City Council And The Ridgcrest Successor Redevelopment Agency Adopting The Annual Budget For Fiscal Year 2013-14, Establishing Appropriations, Estimating Revenues, And Establishing The Policies By Which The Budget May Be And Shall Be Amended McQuiston

Rachelle McQuiston

- Gave staff report
- Draft budget presented for approval as printed but changes are still allowable.
- Reserve of \$65,000 available in this budget.

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Rachelle McQuiston (cont.)

- Reviewed questions of wastewater fund and in-lieu franchise fee which is being paid back.
- Fee resolution will be forthcoming at future council meeting
- Responded to wastewater plant supervisor salary as being misquoted. Total is for both salary and benefits
- Spoke on documentation during the process. Provided what is legally mandated because pressed for time. Anticipate process starting earlier next year and providing more documentation.

Lori Acton

- Commented on water savings anticipated with meter size which will equate to approximately \$35,000.

Chip Holloway

- Questioned reduction to self-insurance fund.
 - Rachelle McQuiston - Not the retirement fund, have a cash balance of one million and will try to keep the reserve at that level. Premiums are set by CSAC
- Want to go out and find a different workers compensation administrator.

Public comment opened at 9:45 p.m.

Andy Anderson

- Comments on cuts to police/public safety at 20%
- Parks only cut 18%
- Need to recoup revenue loss and everyone took a cut but ask why Parks and Recreation were not cut the same percentage.
- Commented on City officials salaries. Needs to be addressed.
 - Chip Holloway – have discussed in closed session but legal issues. Did an analysis with consultant some time ago and is time to do again. Contracts and legal obligations prevent reaction right now but is on the horizon.
 - Lori Acton – are addressing the issue.
 - Keith Lemieux – subject to contract and negotiation and city manager has received instruction.

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Tom Wiknich

- Improved communication comments.
- Apologizes to Mr. Patin, did not know about medical condition.
- Comments on Measure 'L' and cuts to Police Department.
- Spoke on perception of without Measure 'L' would have to cut police by 17 positions.
 - Rachele McQuiston – responded. Revamping process for next year and if not presented in a more understandable way is because did not have the time to prepare a base budget.
 - Dan Clark – reviewed the process and departments requested to present budgets without Measure 'L'.
 - Chip Holloway – would have to simulate a belief system that doesn't exist so long as you know Measure 'L' is there. Reviewed process of creating a simulated budget.
 - Lori Acton – should have presented a budget showing the reality of no Measure 'L' funding which would have shown a funded police department and no parks and recreation. Looking to make that happen next year.

Jerry Taylor

- Commented on what council could have presented.
- Current budget is not sustainable without Measure 'L'.
- Council has the challenge of showing what would have been done without Measure 'L'.
- Need to lean more on other organizations who are stepping up to help with Parks & Reaction.
- Commented on previous city manager hard decisions made to cut \$2 million.
- Commented on full time equivalents.
- Concerned about fees for Kerr McGee center which went down.
 - Rachele McQuiston – in reviewing fee schedule, all department heads input. Director commented that fees were not being charged so fees have been adjusted to what is actually being charged and will be going thru the process to increase the fees.
- Reviewed fees for hall rentals and does not understand why not going after that revenue.
- Questioned increase to council salaries showing in the proposed budget.
 - Rachele McQuiston – Council dynamics changes because some members take benefits and others do not, some have taken voluntary cuts while others have not.
- Commented on Council benefits package and costs to the City.
- Asked what Citizens are getting in the way of services. Narrative page is missing.
- Commented on lack of reductions to staff in Parks & Recreation.
- Commented on the compensation study that was performed in 2007.
- Municipality's salaries are generally inflated compared.

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Jerry Taylor (cont.)

- Think there are things that Council should understand more before adopting this document.

Dave Matthews

- Requested clarification on \$100k plus salary and what position it is for.
 - Rachelle McQuiston – clarified

Mike Neel

- Referenced summary of appropriations and asked about blank spots and certain line items.
 - Rachelle McQuiston – explained each line item questioned including Parks & Recreation, Police, and Engineering.
- Questioned Public Works Streets amounts from Measure 'L'
 - Rachelle McQuiston – reviewed offsetting revenue and costs additional Measure 'L' funding and partial Measure 'L' to Engineering to perform maintenance functions.
- Reviewed Parks & Recreation budget hearing discussions and suggested Measure 'L' supplemented police in order to not cut Parks & Recreation.

Jim Fallgetter

- Asked how much would be spent on repairing sewers.
 - Rachelle McQuiston – responded
- Asked if there was a plan on where the funds would be spent.
 - Dennis Speer – will have to bring in a consultant to run enough of the lines to develop a 5-year plan. Will not be capital project work done this year during the development of capital plan based on analysis of condition of lines. Will perform capital project work in year two.
- Thanked Mrs. McQuiston for working to get the budget process going earlier next year.
- Commented on personnel issues and article from newspaper regarding Wal-Mart and comments from Mr. Parsons. Suggested giving termination notices to staff members who have termination clauses. Asked if an economic development department is necessary.

Stan Rajtora

- Thanked Mr. Holloway for addressing question of independent oversight committee.
- Commented on council being part-time employees without expertise and suggested citizens who do have the expertise and willing to help.
- Referenced email to Mr. Speer regarding overhead expenditures and overhead revenues and where they came from.
- Concerned about wastewater fund and where the money is going.
 - Rachelle McQuiston – rates were set for previous year were not adjusted but will provide a full outline of where the revenues come from.

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Stan Rajtora (cont.)

- Asked for breakdown of where people are being funded.
- Look forward to response and appreciate Rachelle's willingness to be open and honest.
 - Rachelle McQuiston – have reviewed with Mr. Speer and historically the fund was interpreted loosely but have taken measures to correct and can provide the breakdown of each employees allocation.
- Think having a group in place with expertise to be consultant would be in everybody's best interest.

Jerry Taylor

- Reviewed Parks & Recreation budget and salaries
 - Rachelle McQuiston – union did not receive increases 3 years ago when other did so during negotiations salaries were increased to catch them up with everyone else.
- Commented again about creating budget without Measure 'L'.
- Reviewed capital improvement projects and increased appropriations.
- Reviewed wastewater salaries increase.
 - Dennis Speer – overtime accounts for increase salary to plant manager due to vacancies at the plant.
- Labor costs seem to be increasing and not seeing actual reduction. Backstopping with Measure 'L' funding.

Closed Public Comment at 10:43 p.m.

Jim Sanders

- Not prepared to vote tonight, want to review new information
- Commented legal fee cuts which went to parks & recreation
- Cannot support this budget as is.

Rachelle McQuiston

- Commented vacation June 21 – July 9 and requested additional session be held before that time or after July 9. If a budget is not completed then a continuing resolution can be adopted.

Lori Acton

- Will need to do before June 17 unless via teleconference.
- This is living document that can be changed. Feel good with current budget and there are areas where funds are being saved and creating a reserve.

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Chip Holloway

- Agree with Mr. Sanders but do not feel delaying a vote would accomplish what I want to do.
- Only area to make additional cuts that would make a significant change would be Parks & Recreation
- Parks is mostly people but cutting people gets unions involved. Changes can be made later with people.
- Can delay or vote tonight.

Jason Patin

- Not comfortable with it and nothing in this budget moves us toward being independent of Measure 'L'.
- In 4 years cannot have 14 police officers funded by Measure 'L'. Have to generate a budget that does not fund Officers with Measure 'L'.
- Disagree with giving funds back to Parks & Recreation.
- Until we move in that direction then cannot agree with the budget.

Dan Clark

- Asked what adjustments would be recommended by Mr. Patin.

Jason Patin

- Start over and make cuts that should have been made.

Rachelle McQuiston

- Goals for next year is to look for other ways to increase revenues such as additional grants and should make the bottom line better next year and less dependence on Measure 'L'

Jason Patin

- Grants are not a fix to the budget, they should be bolstering the reserve.

Lori Acton

- Asked if this year, it is proposed to let go of Leroy Jackson for County and private entities are running programs. Next step is Kerr McGee sports complex and pool need to go and then would have the funds to support police. Taking in small bites will help keep programs running. Don't think cutting off at the knees is the way to go at this time. Public is aware we are doing this in stages.

Jason Patin

- Asked how much money is realized by eliminating Leroy Jackson.
 - Jim Ponek – explained staff and programs are being moved and will save \$75,000.
- Asked where the \$75,000 went.

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Dan Clark

- Not willing to eliminate the recreation program because will pay for it later if we don't take care of the kids.
- Can always make changes as updates come in from finance.
- If we can make an adjustment to get a 5-0 vote but have not seen figures that are drastically different from what we decided last meeting.
- Not happy with it, but not ready to start all over and am supportive of youth programs.
- Faced with large problem in four year, yes and willing to move in that direction over the next few years.
- Willing to make a motion and call for a vote at this time then revise as needed throughout the year.
- Commented on things council would like to see in the budget, but not feasible at this time.
- Will be on vacation in July.
- Will entertain motion to pass as presented and each month will review and make recommendations for adjustments as we go based on revenues.

Jim Sanders

- Throughout the budget process all council has compromised.
- Will not support a budget that does not include the original request for parks to cut \$220k and see savings go toward reserve.

Jason Patin

- Agree with Mr. Sander's comments
- All for youth programs and parents paying for it.
- Have heard organizations offer to help us at a lower costs and we still choose not to do this, instead we raise fees to the organizations.
- Think this is the wrong thing to do, especially when savings realized could be moved to Police.

Chip Holloway

- Only place left to get the money we need is from Parks & Recreation and Personnel.
- Suggested more money to streets from Measure 'L'

Lori Acton

- My goal is to taper down the amount of Measure 'L' funding is used for Police.

Motion To Approve Budget With Amendment To Take \$100,000 Savings From Legal Fees And Give To Police Department Rather Than Parks And Recreation, Additionally Release One Employee In Parks And Recreation And Not Increase Fees For Sports Organizations Made By Council Member Acton.

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No second to the motion was made so motion does not pass

Budget Hearing moved to the June 19, 2013 Council agenda.

Tom Wiknich – asked council to look at the expenditure approval rates for department heads.

COMMITTEE REPORTS

City Organization

Members: Dan Clark, Jim Sanders
Meeting: 3rd Tuesday Of The Month At 5:00 P.M.; Council Conference Room
Next Meeting: June 18, 2013

Jim Sanders – cancelled meeting

Community Development Committee

Members: Jason Patin, Chip Holloway
Meetings: 1st Thursday Of The Month At 5:00 P.M.; Council Conference Room
Next Meeting: June 6, 2013

Jason Patin – have not met

Infrastructure Committee

Members: Dan Clark, Jason Patin
Meeting: 2nd Wednesday Of The Month At 5:00 P.M., Council Conference Room
Next Meeting: June 12, 2013

Dan Clark – gave report of last meeting, Next meeting date moved to June 11, 2013 at 5:00.

Quality Of Life

Members: Chip Holloway, Lori Acton
Meeting: 2nd Thursday Of The Month At 5:00 P.M.; Kerr-McGee Center
Next Meeting: August 8, 2013 (Dark in June, July, December, and January)

Chip Holloway – have not met

Activate Community Talents And Interventions For Optimal Neighborhoods Task Force (ACTION)

Members: Jim Sanders, Jason Patin
Meetings: 3rd Tuesday of the Month at 4:00 P.M., Kerr-McGee Center
Next Meeting: August 20, 2013

Jim Sanders – no quorum so discussion only, no action taken

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Veterans Advisory Committee

Members: Jason Patin, Lori Acton

Meetings: 1st and 3rd Monday of the Month At 6:00 p.m., Council Conference Room

Next Meeting: June 17, 2013

Dan Clark – reviewed meeting and noted letter of support from Congressman McCarthy
Lori Acton – resigning position to Dan Clark

Ridgecrest Area Convention And Visitors Bureau (RACVB)

Members: Jason Patin, Chip Holloway

Meetings: 1st Wednesday Of The Month, 8:00 A.M.

Next Meeting: July 3, 2013 at location to be announced

Chip Holloway – read director's report

OTHER COMMITTEES, BOARDS, OR COMMISSIONS

- None

CITY MANAGER REPORT

Dennis Speer

- Reported on CalRecycle compliance order which has been approved.

MAYOR AND COUNCIL COMMENTS

Lori Acton

- Agree with wastewater oversight committee
- Emerald planet on u-tube highlighted the City of Ridgecrest

James Sanders

- No problem with wastewater oversight committee.
- Wastewater fund is a special fund which is governed by laws
- Comfortable with plan for wastewater fund and have a good path forward in terms of what we will be repairing and replacing.
- Have spent the last two weeks explaining my position and feel it would be irresponsible to keep kicking the can down the road.
- Applaud the staff and council for making serious cuts and cleaning up the budget and is a step in the right direction.

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Chip Holloway

- Congratulated Nathan and Amy for birth of baby and wished Cheeto and John good luck.
- Thanked council for what they are trying to do.
- Made announcements for event in Kernville
- June 29 auction and raffle for 2 communities one purpose which will support the Ridge Project and Moore Oklahoma

Jason Patin

- Congratulated Nathan and Amy for birth of baby and wished Cheeto and John good luck.
- Anxious to get budget done and think are making strides in the right direction. Thanked staff for their work and need to get it done.
- Mr Fallgetter comments are very disrespectful.
- Don't understand why we would have an oversight committee for wastewater because it is regulated but don't see anything wrong with it.

Dan Clark

- AB719 passed the assembly and will be heard by senate. Might get reduction in electrical costs.
- Read letter of appreciation from clergy and ridge project to Waste Management
- July 17 agenda need to appoint 2 members to Measure 'L' committee. Assigned Mr. Anderson to Lori and Mr. Patin's appointee is due.
- Cannot afford street sweeping at this time and commented that in Germany it is the law for homeowners to sweep their gutters.
- Passed out minutes from the last 50th Anniversary Committee meeting.
- Thanked comments from the community, understand the impact to people who are on a lower income. Difficult decision but necessary.
- Would not support a Wastewater Oversight Committee because of the requirements for staff time who are already stretched to the limits.

ADJOURNMENT at 11:43 p.m.

Rachel J. Ford, CMC
City Clerk

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Ordinance No. 13-03, An Ordinance Of The Ridgecrest City Council Amending The Zoning Ordinance Text by amending the definition of "Family" as follows: "Family" shall mean an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.

PRESENTED BY:

Matthew Alexander, AICP

SUMMARY:

The State of California and Kern County Fair Housing Program staff have advised the City of Ridgecrest to immediately take steps to ensure compliance with fair housing laws on both the federal and state level. Specifically the City of Ridgecrest has been advised to modify the definition of family to allow 6 or fewer persons to occupy a dwelling so that all residential districts will then be compliant with fair housing laws.

Currently, the Zoning ordinance definition of "family" reads as follows: "Family" shall mean an individual or two or more persons related by blood or marriage or a group of not more than five persons, excluding servants, who are not related by blood or marriage, living within a single dwelling.

On March 13, 2012 the Planning Commission approved a Resolution recommending that the City Council amend the definition of "Family" as follows: "Family" shall mean an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group of not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.

This Ordinance was introduced for first reading, by title only, at the regular Council meeting of June 19, 2013. It is brought to the Council at this time for second reading and adoption.

FISCAL IMPACT:

Future grants to the City could be affected if the Ordinance is not modified as recommended.

Reviewed by Finance Director

ACTION REQUESTED:

Recommended Motions – 2 motions

Motion To Waive Reading In Full And To Adopt By Title Only, Ordinance No. 13-03, An Ordinance Of The Ridgecrest City Council Amending The Zoning Ordinance Text By Amending The Definition Of “Family” As Follows: “Family” Shall Mean An Individual, Or Two (2) Or More Persons Related By Blood Or Marriage Or Legal Adoption, Or A Group Not To Exceed Six (6) Persons (Excluding Servants) Living Together As A Single Housekeeping Unit In A Dwelling Unit

Requires A Second

Motion To Adopt, By Title Only, Ordinance No. 13-03, An Ordinance Of The Ridgecrest City Council Amending The Zoning Ordinance Text By Amending The Definition Of “Family” As Follows: “Family” Shall Mean An Individual, Or Two (2) Or More Persons Related By Blood Or Marriage Or Legal Adoption, Or A Group Not To Exceed Six (6) Persons (Excluding Servants) Living Together As A Single Housekeeping Unit In A Dwelling Unit

Requires A Second

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Recommend approval of two motions as outlined in the staff report.

Submitted by: Matthew Alexander
(Rev. 02/13/12)

Action Date: July 17, 2013

ORDINANCE NO. 13-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIDGECREST ADOPTING ZONING TEXT AMENDMENT NO. 12-01, BY AMENDING THE ZONING ORDINANCE DEFINITION OF “FAMILY” AS FOLLOWS: “FAMILY” SHALL MEAN AN INDIVIDUAL, OR TWO (2) OR MORE PERSONS RELATED BY BLOOD OR MARRIAGE OR LEGAL ADOPTION, OR A GROUP NOT TO EXCEED SIX (6) PERSONS (EXCLUDING SERVANTS) LIVING TOGETHER AS A SINGLE HOUSEKEEPING UNIT IN A DWELLING UNIT. APPLICANT: CITY OF RIDGECREST PLANNING DEPARTMENT

THE CITY COUNCIL OF THE CITY OF RIDGECREST RESOLVES as follows:

SECTION 1. PURPOSE

This ordinance adopts Zoning Text Amendment No. 12-01

SECTION 2. FINDINGS

1. On March 13, 2012 the Planning Commission held a public hearing and duly and regularly considered and recommended amending The Zoning Ordinance Text by amending the definition of “Family” as follows: “ Family” shall mean an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.
2. The Council finds, determines and declares:
 - a) This zoning text amendment will not be accompanied by any significant environmental impacts.
 - b) This zoning text amendment is consistent with the General Plan as adopted.
 - c) This zoning text amendment will not have a significant impact on the environment and is not likely to cause environmental damage or serious public health problems,
 - d) This zoning text amendment will promote the health, welfare and safety of the community.
 - e) The proposal conforms to City of Ridgecrest Housing element

SECTION 3. DESCRIPTION

The application for the proposed Zone Change is hereby recommended for approval as shown in Exhibit A, attached hereto.

SECTION 4. APPROVAL

The City Council hereby adopts this Ordinance Amendment by deleting the Current Ridgecrest Zoning Ordinance Section 20-1.2. definition of "Family" which reads: "Family" ~~shall mean an individual or two or more persons related by blood or marriage or a group of not more than five persons, excluding servants, who are not related by blood or marriage, living within a single dwelling.~~

By replacing with this new definition of "Family" which shall read as follows: "Family" shall mean an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group of not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.

The City Clerk shall certify to the passage and adoption of the ordinance and shall cause this ordinance to be published in the manner required by law.

APPROVED AND ADOPTED this 17th day of July 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jason Patin, Vice-Mayor

ATTEST:

Rachel J. Ford, CMC
City Clerk

RESOLUTION NO. PC 12-01

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF RIDGECREST
RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE
AMENDING SECTION 20-1.2. DEFINITION OF "FAMILY" (ZT 12 – 01)**

THE PLANNING COMMISSION OF THE CITY OF RIDGECREST RESOLVES as follows:

SECTION 1. FINDINGS

On March 13, 2012 the Planning Commission duly and regularly reviewed an amendment to the Zoning Ordinance regarding Section 20-1.2. definition of "**Family**".

The Commission considered the proposed amendment based upon the findings that:

- (a) Subject to the proposed Zoning Text Amendment, the amendment is in compliance with the City of Ridgecrest Zoning regulations and procedures.
- (b) Subject to the proposed Zoning Text Amendment, the amendment is in compliance with regulations and procedures established by the County of Kern, State of California, and United States of America.
- (c) The amendment is in conformity with the applicable elements of the City of Ridgecrest General Plan.

SECTION 2. RECOMMENDATION

The Commission hereby recommends that the City Council adopt an Ordinance Amendment By deleting the current Ridgecrest Zoning Ordinance Section 20-1.2. definition of "Family" ~~shall mean an individual or two or more persons related by blood or marriage or a group of not more than five persons, excluding servants, who are not related by blood or marriage, living within a single dwelling.~~

By replacing with this new definition of "**Family**" *shall mean an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group of not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.*

APPROVED AND ADOPTED this 13th day of March, 2012 by the following vote:

AYES: Beres, Pope, Porter, Sanders

NOES: none

ABSENT: LeCornu

ABSTAIN: none

ATTEST:


Ricca Charlon, Secretary



Craig Porter, Chairperson

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Planning Commission

Public Hearing: March 13, 2012

ZT 12-01 (Zoning Ordinance Text Amendment) – Consideration of recommending an amendment to *Section 20-1.2 (Definitions)* of the City of Ridgecrest Municipal Code.

Applicant: City of Ridgecrest Planning Department

Current Ridgecrest Zoning Ordinance definition of “Family” –

“Family” shall mean an individual or two or more persons related by blood or marriage or a group of not more than five persons, excluding servants, who are not related by blood or marriage, living within a single dwelling.

Proposed Ridgecrest Zoning Ordinance definition of “Family” –

“Family” shall mean an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group of not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.

BACKGROUND

Last April, 2011 the City Planner received the following communication from Shannon Castro, Senior Paralegal, Fair Housing Program, Kern County Planning and Community Development:

It is recommended that the City of Ridgecrest take immediate steps to modify/change the City’s Zoning Code – definition of family.

Not included in the information sent to your office was a copy of the 2004 Analysis of Impediments to Fair Housing Choice. You can view the [Analysis of Impediments to Fair Housing Choice](http://www.co.kern.ca.us/cd/cdfh.asp) at our website at: <http://www.co.kern.ca.us/cd/cdfh.asp>

Attached to this e-mail is a blank copy of the Coop City Agreement (paragraph 6). Our office researched the agreements with coop cities and found that the City of Ridgecrest was allocated \$178,177.00 for fiscal year 2010-2011.

According to the Draft AI for 2010 the consultant states *the City of Ridgecrest should immediately take the following steps to ensure compliance with fair housing laws on both the federal and state level: The City of Ridgecrest should modify the definition of family to allow 6 or fewer persons to occupy a dwelling so that all residential districts will then be compliant with this impediment.*

This is the County of Kern’s definition of family:

19.04.255 FAMILY

“Family” means an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group of not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.

If you have further questions regarding this issue or if further clarification is requested by the City's Attorney please contact David Press at (661) 862-5039.

Due to the need for compliance and the current actions of HUD and advocacy groups throughout the nation our office is requesting immediate changes to the zoning codes.

RECOMMENDATION

It is recommended that the Planning Commission APPROVE A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING SECTION 20-1.2. (Definitions) pertaining to *“Family” : shall mean an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group of not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.*

Attachment:

draft Planning Commission Resolution recommending that the City Council amending the definition of Family within the Zoning Ordinance,

DRAFT RESOLUTION NO. PC 12-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF RIDGECREST RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING SECTION 20-1.2. DEFINITION OF "**FAMILY**" (ZT 12 – 01)

THE PLANNING COMMISSION OF THE CITY OF RIDGECREST RESOLVES as follows:

SECTION 1. FINDINGS

On March 13, 2012 the Planning Commission duly and regularly reviewed an amendment to the Zoning Ordinance regarding Section 20-1.2. definition of "**Family**".

The Commission considered the proposed amendment based upon the findings that:

- (a) Subject to the proposed Zoning Text Amendment, the amendment is in compliance with the City of Ridgecrest Zoning regulations and procedures.
- (b) Subject to the proposed Zoning Text Amendment, the amendment is in compliance with regulations and procedures established by the County of Kern, State of California, and United States of America.
- (c) The amendment is in conformity with the applicable elements of the City of Ridgecrest General Plan.

SECTION 2. RECOMMENDATION

The Commission hereby recommends that the City Council adopt an Ordinance Amendment By deleting the Current Ridgecrest Zoning Ordinance Section 20-1.2. definition of "Family" ~~shall mean an individual or two or more persons related by blood or marriage or a group of not more than five persons, excluding servants, who are not related by blood or marriage, living within a single dwelling.~~

By replacing with this new definition of "**Family**" *shall mean an individual, or two (2) or more persons related by blood or marriage or legal adoption, or a group of not to exceed six (6) persons (excluding servants) living together as a single housekeeping unit in a dwelling unit.*

APPROVED AND ADOPTED this 13th day of March, 2012 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Craig Porter, Chairperson

ATTEST:

Ricca Charlon, Secretary

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**CITY COUNCIL/SUCCESSOR REDEVELOPMENT AGENCY/FINANCING
AUTHORITY/HOUSING AUTHORITY AGENDA ITEM**

SUBJECT:

Appointments to the Measure 'L' Citizens Advisory Committee

PRESENTED BY:

Dennis Speer – City Manager

SUMMARY:

Measure 'L', a $\frac{3}{4}$ cent sales tax increase, was approved by voters on June 5th, 2012. When the item was placed on the ballot, the City Council opted to create an advisory body to focus specifically on the corresponding revenues as a safeguard to ensure the appropriate expenditures of the funds. The ordinance specifies term limits for committee members. An excerpt from the ordinance reads as follows:

Sec. 3-2.115. Terms of Office.

- (a) Of the members of the committee first appointed, two shall be appointed for terms of one year, two shall be appointed for terms of two years, and one shall be appointed for a term of three years. Succeeding members shall be appointed for terms of four years. The secretary's term shall be designated by the City Manager. All members shall serve until a successor is appointed and qualified.

On July 17, 2012, the City Council made appointments of five citizens to the advisory board. Of these initial appointments, two will expire on July 16, 2013. At the regular meeting of June 19, 2013, the City Council directed staff to open a solicitation period for prospective committee members to fill the upcoming vacancies. These vacancies will be appointed for a term of four years as per the Ordinance.

FISCAL IMPACT:

No Fiscal Impact

Reviewed by Finance Director

ACTION REQUESTED:

Staff recommends the City Council select 2 members to serve on the Measure L advisory committee for four (4) year terms

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested: Staff recommends the City Council select 2 members to serve on the Measure 'L' Advisory Committee

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Attachement A

Measure 'L' Citizens Advisory Committee - Term Listing

Name	Term Start	Term End	Term Length	Nominated By
Lance 'Scott' Garver	7/18/2012	7/17/2013	1 Year	Jason Patin
George 'Andy' Anderson	7/18/2012	7/17/2013	1 Year	Steve Morgan
Phil Salvatore	7/18/2012	7/17/2014	2 Year	Chip Holloway
Michael L. Peterson	7/18/2012	7/17/2014	2 Year	Jerry Taylor
Eddie B. Thomas	7/18/2012	7/17/2015	3 Year	Ron Carter

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