

March 6, 2019

Cara Meyer, ASLA  
Mountains Recreation and Conservation Authority  
570 W. Avenue 26, Suite 100  
Los Angeles, CA 90065

re.: **Mission Canyon – Sepulveda Entry Options Feasibility Study**  
Proposal for Landscape Architectural Services

Dear Cara:

It is a pleasure to submit our proposal for landscape architectural services for Mission Canyon – Sepulveda Entry Options project. We have outlined a brief description of services and professional fees below.

#### **Project Description and Scope of Work**

The project is a Feasibility Study for Entry Improvements at the Mission Canyon Trailhead project located at North Sepulveda Boulevard and Mission Dump Road in Los Angeles, California. The “Client” is Mountains Recreation and Conservation Authority (MRCA) and the “Landscape Architect” is AHBE/MIG. We will provide conceptual grading, drainage, and utility review of existing conditions and provide two (2) options for the existing entry and two (2) options for a new entry location. We will work with MRCA’s traffic engineer to deliver the options. Cost estimates for all four (4) options will also be provided.

#### **Professional Services**

##### **Phase 1.0: Feasibility Study**

Upon receipt of written authorization to proceed, the Landscape Architect shall perform the following tasks:

- 1.01 Collect existing Caltrans As-Built improvement plans for the I-405 on/off ramp intersection (Signal and Roadway)
- 1.02 Collect City of Los Angeles Department of Transportation (LADOT) As-Built improvements for Sepulveda Boulevard from Mountaingate Drive northerly.
- 1.03 Prepare site entry concepts using existing MRCA topographic survey and site layout as prepared by others. CWE will use the base plan provided by the Landscape Architect to incorporate the two site entry alignment alternatives with the proposed site layout.

- 1.04 Prepare preliminary grading and drainage for the entry alternative at the I-405 on/off ramps.
- 1.05 Prepare preliminary grading and drainage for the entry alternative at the existing driveway along Sepulveda Boulevard. This alternative will include Sepulveda Boulevard widening modifications.
- 1.06 Prepare preliminary drainage calculations for the Los Angeles County Flood Control District (LACFCD) drainage channel at northerly alternative.
- 1.07 Research required permitting for each alternative.
- 1.08 Prepare preliminary engineers estimate of costs for each alternative.

**Project Assumptions and Exclusions**

- 1. Professional services not included:
  - Construction documents (PS&E)
  - Preparation of open space calculations.
  - Preparation of photometric calculations for exterior lighting design.
  - Documentation of ADA path of travel and preparation of ADA access diagrams.
  - Graphic design including ADA signage.
  - Soil testing—structural and agronomic.
  - Arborist report.
  - Permit application fees.
  - Agency meetings except where noted.
  - Agency processing of off-site improvement documents (i.e. B-Permit or equivalent).
  - Community meetings.
- 2. Verbal request to commence each task constitutes approval of prior design, material selections, etc. Change in subsequent phases will be considered Additional Services and will be documented and billed on an hourly basis at our Standard Hourly Rates.

**Professional Service Fee**

Our fee for landscape architectural services is provided below and is valid for 90 days from the date of this proposal.

Phase 1.0	CWE - Civil Engineering	\$27,900.00
	TBD Consulting - Cost Estimating	\$13,300.00
	AHBE/MIG - Management	\$4,120.00
	<b>TOTAL FEE</b>	<b>\$45,320.00</b>

NOTE: Total Fee excludes Reimbursable Expenses.

**Standard Hourly Rates\***

Principal in Charge	\$ 260.
Principal Project Director	\$ 210.
Senior Project Manager/Designer	\$ 175.
Project Manager/Designer	\$ 140.
Project Designer	\$ 110.
Administrative	\$ 70.

\* These rates are valid through calendar year 2019 and are subject to change on an annual basis.

**Reimbursable Expenses**

Reimbursable expenses include: blueprinting, plotting (bond, vellum, and color), color laser printing, black and white and color reproduction, photographic film and processing, long distance phone charges, travel, mileage, parking fees, commercial messenger charges, overnight delivery, postage and handling. These expenses will be billed at 1.10 times cost. Mileage shall be billed at the IRS Standard Mileage Rates for the current year.

**Additional Services**

All services not included in the above scope of work will be considered Additional Services and will be billed at the Standard Hourly Rates. All additional services will require written authorization from Architect and/or Client before proceeding with any approved changes.

**Invoices**

Invoices will be submitted at monthly as a percentage of Phase completion. Payment is due upon your receipt of each invoice.

Cara, thank you for this opportunity to be of additional service. Please call us if you have any questions or comments relative to scope or fee.

Sincerely,

Jennifer Salazar, ASLA, RLA  
Senior Landscape Architect  
AHBE/MIG

cc: Susan Miller

**Project Approval**

Landscape Architecture Services for the **Sepulveda Entry Options Feasibility Study**.

To confirm your approval of this proposal (dated 3/6/19) and initiate our work on the project, please sign this letter and return it to us. Please retain a copy for your records.

CLIENT  
MRCA

LANDSCAPE ARCHITECT  
AHBE/MIG

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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Title

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Title

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Date Signed

\_\_\_\_\_  
Date Signed



# Mission Canyon Trailhead Entry Alternatives

## Scope of Services

CWE will assist AHBE in preparing Design Development documents for the Mission Canyon Trailhead project Entry Drive Alternatives Analysis. We understand the entry locations to be reviewed include a new entry at the I-405 on/off ramp that is adjacent to the site and the existing entry drive just north of Mountaingate Drive. We have anticipated the need for California Department of Transportation (Caltrans) coordination for the traffic signal and off-ramp impacts. For the traffic analysis we understand that MCRA will retain a traffic engineer to handle these tasks. We have anticipated that conceptual design and documentation submittals will be made by AHBE as a complete package; CWE will submit PDF files to AHBE for submittal printing.

Specific items of work will include the following tasks:

### Civil Engineering

We have anticipated the civil engineering services for this phase of the project to include design concepts for the design alternatives for the associated improvements. We anticipate the entry alternative at the I-405 on/off ramps will include signal modifications and drainage culvert improvements to cross the existing open flood control facility. At the existing entry we anticipate the alternatives engineering will include widening of Sepulveda Boulevard to accommodate a right turn lane and a left turn pocket, if possible. This may include increasing the drive entry radius and cutting into the hillside and widening of Sepulveda Boulevard.

- Collect existing Caltrans As-Built improvement plans for the I-405 on/off ramp intersection (Signal and Roadway)
- Collect City of Los Angeles (LA) Department of Transportation (DOT) As-Built improvements for Sepulveda Boulevard from Mountaingate Drive northerly.
- Prepare site entry concepts utilizing existing MRCA topographic survey and site layout as prepared by others. CWE will utilize the base plan provided by AHBE to incorporate the two site entry alignment alternatives with the proposed site layout.
- Prepare preliminary grading and drainage for the entry alternative at the I-405 on/off ramps.
- Prepare preliminary grading and drainage for the entry alternative at the existing driveway along Sepulveda Boulevard. This alternative will include Sepulveda Boulevard widening modifications.
- Prepare preliminary drainage calculations for the Los Angeles County Flood Control District (LACFCD) drainage channel at northerly alternative.
- Research required permitting for each alternative.



## Project Management and Meetings

We have anticipated services will include some coordination and meetings/conference calls with the Client and the design team. We have also anticipated some coordination with City of LA DOT and Caltrans due to the issues involved with Sepulveda Boulevard and the Caltrans I-405 on/off ramp signals that may be affected. The follow items are included in this task:

- Attend up to eight (8) hours of meetings to finalize project elements and present findings.
- Participate in conference calls to discuss progress of work and the development of improvements.
- Coordination with Caltrans for I-405 on/off ramp elements.
- City of LA DOT for design elements of Sepulveda Boulevard.

## Terms and Conditions

This cost does not include any other items not listed in the above Scope of Services. City, County or Caltrans approvals, environmental documentation, construction documents are not included in this proposal. Preliminary agency reviews or additional Client reviews will be conducted on a "time and materials basis" per the attached Fee Schedule.

This proposal and the pricing herein are valid for acceptance within 60 days from the proposal date.

## FEE

Description	Fee
Civil Engineering	\$18,960
Project Management and Meetings	\$8,940
<b>TOTAL</b>	<b>\$27,900</b>



7083 Hollywood Blvd.  
Level 4  
Los Angeles  
CA 90028  
Phone 3108013384

Jan 11, 2019

Evan Mather  
AHBE Landscape Architects  
617 West 7<sup>th</sup> street  
Suite 304  
Los Angeles, CA 90017  
Tel 213-6943800

DRAFT

**Re: Fee proposal –Cost Consulting Services- Mission Canyon**

Dear Evan Mather

Further to your request we are pleased to offer Cost Consulting services for the above project.

**Scope of Services**

We understand the scope of work is feasibility study for a trailhead to reopen a former landfill site, off of Sepulveda Blvd. just North of Getty Center in Los Angeles, California. The study includes looking at 2 options for the existing driveway and two options for adding an entry across from the I-405 entry/exit.

The estimate will be based on the measurement of quantities from the drawings with composite unit rates reflecting the scope of work and the current market conditions. We proposed to utilize the CSI Unifomat format. We will not obtain any bids or opinions of cost from subcontractors unless the work is of such a unique nature that no other cost information is available. No bids or third-party opinions will be obtained without prior approval from the client.

We have excluded time for reconciliation of our estimate with any other estimate prepared by others, attending meetings with the owner. We have included time for dialogue with the design team to review the estimate and revise based on comments and feedback. We have excluded time for any Value Engineering/Cost Studies.

**Fees**

We propose to provide the services outlined above for the following **lump sum** fees:  
Design development phase estimate (including design alternates for the existing driveway and freeway entry/exit) .....\$13,300.00

(70 hours at \$190/hr including revising the estimate after revision)

We do not anticipate any reimbursable expenses (except for drawing reproduction if required). The fees include expenses incurred in preparation and distribution of any required documentation and reports.



Expenses such as drawing reproduction, courier services, special mailing services (Federal Express, Express Mail etc.), and other abnormal costs are excluded and will be charged at cost plus 0% administration. (We have assumed we will be provided with two half size set off drawings.)

Our fees exclude travel costs outside Los Angeles, any such travel costs as incurred will be billed separately.

**Payment and Terms**

We will issue a monthly invoice. Payment will be due thirty (30) calendar days after the date of invoice.

Our proposal remains open for a period of ninety (90) days. After this time, we will be pleased to review the proposal, make any required amendments and re-submit for your review and approval.

Work will be completed under the direction of Naz Hassanizadeh. We trust that we have interpreted your requirements correctly, if you have any questions or suggested amendments please do not hesitate to contact the undersigned. If you would like to proceed with the above services, please complete and return the authorization below. We look forward to working with you on this project.

On behalf of TBD Consultants  
Naz Hassanizadeh

On behalf of AHBE Landscape Architects

*Naz Hassanizadeh*  
\_\_\_\_\_

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_