The Golden Rain Foundation provides an enhanced quality of life for our active adult community of Seal Beach Leisure World

STRATEGIC PLANNING AD HOC COMMITTEE

Agenda

Conference Room B/Via Zoom
Wednesday, January 19, 2022
1:00 p.m.

To view the live Strategic Planning Ad Hoc Committee meeting:

- Go to www.lwsb.com
- The tab will be active at 12:45 pm on the day of the meeting
- The live streaming uses YouTube Live and terminates at the close of the meeting

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
   a. Introduction of Guests and Staff
      Deanna Jaksic, Recording Secretary
   b. Rules of Order
   c. Chair's Comments
4. **Shareholder/Member Comments** *(Limited to 3 minutes per person)*
5. **Approval of Minutes**
   a. Minutes of Regular Meeting, September 15, 2021 (pp.1-5)
6. **Correspondence- (N/A)**
7. **Staff Reports- (N/A)**
8. **Subcommittees- (N/A)**
9. **Unfinished Business**
   a. Channel Fencing, referred by the ADRC (pp. 6-12)
   b. Updated Future Vision List (pp. 13-14)
   c. Definitions/Parameters of each Priority Level-Discussion
10. **New Business**
    a. Traffic Engineer/Main Gate Traffic-Circulation Review (pp.15-22)
11. **Governing Documents**
12. **Future Agenda Items- (N/A)**
13. **President's Comments**

14. Next Meeting

TBD
Conference Room B/Via Zoom

15. Adjournment

Golden Rain Foundation

STRATEGIC PLANNING AD HOC COMMITTEE MINUTES

September 15, 2021

The regular meeting of the Strategic Planning Ad Hoc Committee was called to order at 1:00 p.m. by Chair Isom on Wednesday, September 15, 2021, in Clubhouse Four and via Zoom.com, followed by the Pledge of Allegiance.

Present:	Ms. J. Isom, Chair	Mr. P. Mandeville
	Mrs. C. Damoci- Via Zoom	Mr. P. Pratt- Via Zoom
	Ms. M. Gerber- Via Zoom	Mr. P. Snowden
	Ms. C. Levine	
Absent:	Ms. S. Hopewell	
	Mrs. L. Perrotti	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. D. Jaksic, Recording Secretary	
	Mr. N. Massetti, GRF Representative, Mutual Seventeen- Via Zoom	
	No Shareholders/Members	

CHAIR'S ANNOUNCEMENTS

Chair Isom introduced guests and staff- Executive Director Randy Ankeny and Recording Secretary Deanna Jaksic

SHAREHOLDER COMMENTS

One Shareholder/Member spoke at the time of the meeting.

APPROVAL OF MINUTES

The minutes of the August 18, 2021, meeting were approved, as presented.

CORRESPONDENCE

There was no correspondence to review at the time of the meeting.

STAFF REPORTS

There were no staff reports at the time of the meeting.

SUBCOMMITTEE REPORTS

There were no reports presented at the time of the meeting.

DRAFT

UNFINISHED BUSINESS

Channel Fencing, referred by the ADRC

The Committee discussed this agenda item. The Committee concurred to request more information be presented by the Executive Director, at the next scheduled meeting.

Updated Future Vision List

The Committee reviewed the Future Vision List spreadsheet.

The Committee concurred to change the verbiage of item #3, Single Lane roundabout at Main Gate, to Reconfiguration of Traffic Flow at Main Gate

After a brief discussion, Ms. Isom MOTIONED, seconded by Ms. Gerber.

> **TO** remove #26 from the Future Vision List.

The motion was carried with two no votes (Gerber, Levine).

The Committee concurred to change the priority level of item #4, Revise Bylaws, from priority Level 5 to Level 3.

The Committee concurred to request the Executive Director provide further information, at the next scheduled meeting, for item #16, Art such as sculptures on Trust Property and along the Westminster Boulevard wall.

The Committee concurred to change the priority level of #19, Evaluation and enhancement of 1.8 Acres, from priority Level 9 to Level 6.

The Committee concurred to refer item #13, Water Conservation Measures, to the Physical Property Committee.

Chair Isom called for a fifteen-minute break at 2:45 p.m.

The Committee concurred to remove item #21, Acquisitions of contiguous property, from the Future Vision List.

The Committee concurred to remove item #24, Cover Channel, from the Future Vision List.

The Committee concurred to change the verbiage of item #27, Shareholder (lanyard system and/or wristbands), to Computer Access Program/ID.

The Committee concurred to change the priority level of item #30, Automated/Autonomous transportation, from priority Level 7 to Level 10.

The Committee concurred to change the priority level of item #31, Biometrics for access control, from priority Level 7 to Level 10.

DRAFT

NEW BUSINESS

There was no new business to review at the time of the meeting.

GOVERNING DOCUMENTS

The Committee concurred to amend 30-5167-3, Strategic Planning Ad Hoc Committee Charter, and bring it back to the next scheduled meeting for further review.

FUTURE AGENDA ITEMS:

The Committee concurred to add future agenda items:

- Channel Fencing, referred by ADRC
- Updated Future Vision List /Determine Priority Level Meaning
- 30-5167-3, Strategic Planning Ad Hoc Committee Charter

PRESIDENT'S COMMENTS

There were no president's comments at the time of the meeting.

NEXT MEETING

TBD
Clubhouse Four/Via Zoom

ADJOURNMENT

Chair Isom adjourned the meeting at 3:12 p.m.

_____
Janet Isom, Chair
STRATEGIC PLANNING AD HOC COMMITTEE
dj. 09.15.21

DRAFT

GRF
Golden Rain Foundation

STRATEGIC PLANNING AD HOC COMMITTEE

SUMMARY REPORT
Wednesday, September 15, 2021
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: Channel Fencing The Committee discussed this agenda item. The Committee concurred to request more information be presented by the Executive Director, at the next scheduled meeting.	Recording Secretary/ Executive Director				
2. UNFINISHED BUSINESS: Updated Future Vision The Committee reviewed the Future Vision List spreadsheet. The Committee concurred to change the verbiage of item #3, Single lane roundabout at Main Gate, to Reconfiguration of Traffic Flow at Main Gate The Committee concurred to change the priority level of item #4, Revise Bylaws, from priority Level 5 to Level 3. The Committee concurred to refer item #13, Water Conservation Measures, to the Physical Property Committee. The Committee concurred to request the Executive Director provider further information, at the next scheduled meeting, for item #16, Art such as sculptures on Trust Property and along the Westminster Boulevard wall. The Committee concurred to categorize #18, Ride Share/Contract bus service, as ("In Progress"). The Committee concurred to change the priority level of #19, Evaluation and enhancement of 1.8 Acres from priority Level 9 to Level 6. The Committee concurred to remove item #21, Acquisitions of contiguous property, from the Future Vision List. The Committee concurred to remove item #24, Cover Channel, from the Future Vision List.	Recording Secretary	PPC			

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
The Committee moved to remove #26 from the Future Vision List. The Committee concurred to change the verbiage of item #27, Shareholder (lanyard system and/or wristbands), to Computer Access Program/ID. The Committee concurred to change the priority level of item #30, Automated/Autonomous transportation, from priority Level 7 to Level 10. The Committee concurred to change the priority level of item #31, Biometrics for access control, from priority Level 7 to Level 10.					
3. **GOVERNING DOCUMENTS: 30-5167-3 Strategic Planning Ad Hoc Committee Charter-** The Committee concurred to amend 30-5167-3 Strategic Planning Ad Hoc Committee Charter, and bring back to the next scheduled meeting, for further review.	Recording Secretary				
FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items: • Channel Fencing, referred by ADRC • Updated Future Vision List/Determine Priority Level Meaning • 30-5167-3 Strategic Planning Ad Hoc Committee Charter					**Recording Secretary**

MISSION LANDSCAPE ARCHITECTURE

DEVELOPMENT
MAINTENANCE
TREE CARE
ML 360

March 9, 2021

Randy Ankeny
Executive Director
Golden Rain Foundation
[redacted]

REGARDING: Leisure World – Channel Fence Landscape
Seal Beach, California

Dear Randy,

We are pleased to submit the attached professional service proposal for providing Landscape Architectural Design Services for Leisure World – Channel Fence Landscape. We have included Landscape Architectural Design fees to develop a planting concepts for typical conditions along the existing channel fence.

We appreciate the opportunity to submit this proposal and look forward to working with Golden Rain Foundation on this project. Should you have any questions about the attached proposal, please contact our office.

Respectfully submitted,

Mission Landscape Architecture

Rocco M. Campanozzi, RLA CA 1799
VP Landscape Architecture

CC: Tamara Harris, MLA Bo Taslimi, MLC Marilyn Armenta, MLC

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MISSION LANDSCAPE ARCHITECTURE

LANDSCAPE ARCHITECTURE DESIGN SERVICES PROPOSAL

March 9, 2021

Golden Rain Foundation

Randy Ankeny
Executive Director
[redacted]

DEVELOPMENT
MAINTENANCE
TREE CARE
ML 360

PROJECT NAME: Leisure World – Channel Fence Landscape

Location: [redacted]

MLA Proposal No: P21 - 019

Dear Randy,

We are pleased to submit the following professional service proposal to provide Landscape Architectural Design Services for the Leisure World – Channel Fence Landscape.

PROJECT SCOPE OF SERVICES:

Mission Landscape Architecture (MLA) will provide professional Landscape Architectural services consisting of preparing a planting concepts for typical conditions along the existing channel fence.

LANDSCAPE ARCHITECTURAL DESIGN SERVICES:

CONCEPT DESIGN

A. SITE RECONNAISSANCE - visit the site to observe, inventory and photograph existing conditions and site context.

B. EXISTING CONDITION / DEMOLITION PLAN – prepare an exhibit to illustrate the location of the various typical existing landscape conditions along the channel.

C. PLANTING CONCEPT PLAN - prepare Planting Concept for the various typical conditions along the channel.

D. 3D RENDERINGS – prepare 3d renderings on photographs taken at the site to further illustrate and explain the design concepts for the landscaping. MLA will prepare four (4) photo renderings.

E. PLANT PALETTE IMAGERY - provide Imagery of the major plant materials proposed for the project.

F. DESIGN REFINEMENT - based upon comments derived from The Client, provide design refinement during this phase of work. Allow for one (1) round of refinements.

1. **Anticipated Phase Duration:**
   - Three (3) to four (4) Weeks
2. **Anticipated Base Scale:**
   - One (1) overall site plan @ 1" = 80'
   - Enlargements for each area @ 1/8" = 1' - 0"
3. **Anticipated Sheet Size:**
   - 11" x 17"
4. **Anticipated Deliverables:**
   - Existing Landscape Plan Exhibit
   - Typical planting concept plans
   - 3d renderings
   - Design Imagery
   - Client Submittal

FEE SCHEDULE:

1.	Planting concept plans (lump sum fee)	$4,500.00
2.	3d renderings (lump sum fee)	$1,500.00
3.	Meetings with Committees (billed hourly T&M)	$1,000.00

TOTAL MLA DESIGN FEE $7,000.00

PROJECT UNDERSTANDING AND ASSUMPTIONS:

A. AUTOCAD BASE – it is assumed that The Client will supply MLA with Site and "Base" information (.PDF format), which clearly indicate property lines, building footprints, location of existing features, paving, steps, curbs, above grade utilities, and other information deemed necessary for MLA to prepare reasonably accurate Design Documents. MLA will supplement site information provided by The Client with measurements and inventory of existing conditions at the Club House.

REIMBURSABLES:

Reimbursable expenses are not included in the quoted fee and will be billed at cost plus 10%. Reimbursable expenses may include:

1. Reproduction costs (computer plots etc.)
2. Shipping and delivery.

BILLING:

MLA will bill the Client monthly for a percentage of the work completed under the terms of the Contract. Payment is due within 30 days from date of invoice. If payment is not received within 30 days of invoice date, MLA may at its discretion stop work until the delinquent invoice has been paid.

ADDITIONAL SERVICES:

Services in addition to those listed under LANDSCAPE DESIGN SERVICES, when requested, shall be identified as such and billed at the current billing rate schedule. Additional services shall include, but are not limited to the following:

1. GRAPHIC EXHIBITS - graphic exhibits required beyond those indicated listed under LANDSCAPE DESIGN SERVICES.

2. FEES - Payment for governmental permits, application fees, processing fees, and plan check fees.

3. EXCESS MEETINGS - meetings in excess of those listed under LANDSCAPE DESIGN SERVICES.

4. SPECIAL RENDERINGS - professional renderings often required to portray the landscape design in a more highly articulated or rendered fashion than is usually customary.

INVOICING AND PAYMENT POLICIES:

1. In contracting with MLA for professional services, Client warrants that funds are available to compensate MLA for the total amount of services and expenses contracted and that these funds are neither encumbered nor contingent upon subsequent granting of approvals, permits or financial commitments by lending institutions or other third parties.

2. MLA submits invoices every four (4) weeks, not necessarily falling on the first or last day of the month. Client shall notify MLA, in writing, of any and all objections, to an invoice within ten (10) days of the date of invoice. Otherwise, the invoice shall be deemed proper and acceptable by the Client. Amounts indicated on invoices are due and payable immediately upon receipt. Client's account will be considered delinquent if MLA does not receive full payment within thirty (30) days after the invoice date.

3. A service charge will be applied at the rate of 2.0 percent per month (or the maximum rate allowable by law) to delinquent accounts. Payment thereafter will be applied first to accrued interest and then to the principal unpaid by the Client. Client shall pay all costs and expenses, including without limitation, reasonable attorneys' fees and expenses incurred by MLA in connection with the collection of delinquent accounts of Client.

4. If a delinquency by Client occurs, MLA may choose to suspend work. If such a decision to suspend work is made, MLA will notify Client in writing. MLA may choose to recommence work once a delinquency is completely cured and any and all attendant collection costs, fees, increases in costs or fees, or other amounts required to be paid by Client under this agreement are made in full. If a delinquency by Client occurs and MLA chooses not to suspend work, no waiver or estoppels shall be implied or inferred. Client agrees and understands that if MLA decides to so suspend its work, MLA shall not be liable for any costs or damages, including but not limited to delay and consequential damages, to the Owner, Client, or any other third party, that may arise from or be related to such a work suspension. Client agrees to hold MLA harmless from and completely indemnify MLA from and against any and all damages, costs, attorney's fees, and/or other expenses, which MLA may incur as a result of any claim by any person or entity arising out of such a suspension of work. Additionally, MLA maintains the right to withhold instruments of professional service pending payment.

5. It is recognized and agreed that the design services provided for in this Agreement will not and cannot be completed until all such services, including field observation services, have been performed in full by MLA. The Client acknowledges that the inability of MLA to complete those services will significantly increase the risk of loss resulting, among other causes, from misinterpretation of the intent of the design, unauthorized modifications thereto, and failure to detect errors and omissions in the plans and specifications before they become costly mistakes built into the project. Therefore, in the event that this Agreement is prematurely terminated or that MLA is otherwise precluded from completing the services set forth herein, the Owner agrees to hold harmless, indemnify and defend MLA from and against any and all claims, except those claims arising out of MLA's sole negligence or willful misconduct.

6. If any litigation, arbitration, or other legal action arising out of this contract ensues, the prevailing party shall be entitled to, without limitation, reasonable attorneys' fees, expenses, expert fees, and costs.

7. When non-standard billing is requested, time spent by office administrative personnel in preparation is a cost to the project and charged as technical labor.

LIMITATION OF LIABILITY:

MLA's liability for damage on account of any act, error, omission or other professional negligence shall be limited to a sum not to exceed fifty thousand dollars ($50,000) or our contractual fee, whichever is smaller.

MLA'S STANDARD HOURLY RATE SCHEDULE

SCHEDULE OF FEES FOR PROFESSIONAL SERVICES:
EFFECTIVE JANUARY 1, 2021

Time Charges	Hourly Rate Range
Senior Principals	$145.00
Principals	$135.00
Associates/Senior Project Managers	$100.00
Project Managers	$85.00
Assistant Designer	$65.00
Professional, Administrative & Word Processing Staff	$60.00

MLA's hourly rate schedule is subject to adjustment in January and July of each year.
The acceptance of these terms can be acknowledged by signing this letter below and returning it to the address noted below.

Respectfully submitted,

MISSION LANDSCAPE ARCHITECTURE

Rocco M. Campanozzi, RLA CA 1799
VP Landscape Architecture

Agreed to and accepted by:_____Date:_____

*** This proposal will be null and void if not executed within 60 days**

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Leisure World
Redeemer
Lutheran Church

Future Vision List-Priority Level

	Future Vision List- 01/13/22	Category	Possible Committee Assignment	Priority Level	Funding Source	Project Timeline
1	Reconfiguration of St. Andrews at Northwood Rd.	Access Expansion	PPC	1		
2	Energy Independence for all Trust Bldgs.	Energy/Environment	PPC	1		
3	Support On-site Home Sales in reaching an increase of all unit sales	Revenue Enhancement	FIN	1		
4	Retail Revenue	Revenue Enhancement	REC	1		
5	Computer Access Program/ID	Technology	REC	1		
6	Add back gate on Westminster	Access Expansion	PPC	2		
5	Reconfiguration of Traffic Flow at Main Gate	Acess Expansion	PPC	2		
6	Building New Service Maintenance Complex	Building Expansion	PPC	2		
7	Rebuild Amphitheater- Performing Arts Center	Building Expansion	REC	2		
8	Community Wi-Fi/Information delivery system	Technology	IT	2		
9	Revise Bylaws	Admin/Govern	BOD	3		
10	Renovate the Security Building at the main gate	Building Expansion	SBT	3		
11	Solar/Charging Stations	Energy/Environment	PPC	3		
10	Convert all GRF fleet vehicles to electric	Energy/Environment	SBT	3		
11	Art such as sculptures on Trust Property	Improved Amenities	ADRC	3		
12	Improve Channel Fence	Improved Amenities	PPC	3		
13	Revise Trust Agreement (before 2044)	Admin/Govern	BOD	5		
14	Evaluation of long term use of RV Lot	Property Expansion	REC	5		
15	Cover only a 300 ft pilot section of the channel	Property Expansion	PPC	5		

Future Vision List-Priority Level

	Future Vision List- 01/13/22	Category	Possible Committee Assignment	Priority Level	Funding Source	Project Timeline
16	Water Conservation Measures	Energy/Environment	PPC	6		
17	Evaluation and enhancement of 1.8 Acres	Property Expansion	REC	6		
18	On-site plant nursery/greenhouse	Property Expansion	REC	6		
19	Implementing environmental programs	Energy/Environment	ADMIN.	7		
20	Underground electrical on Trust Streets	Energy/Environment	PPC	7		
19	Interactive kiosks	Technology	IT	7		
20	Clubhouse One, Two, Three, Four, replaced as needed	Building Expansion	REC	8		
21	Ride share/Contract bus service	Improved Amentiies	PPC	10		In Progress
22	Automated/autonomous transportation	Technology	IT/SBT	10		
23	Biometrics for access control	Technology	IT	10		

September 7, 2021

Mr. Mark Weaver
Golden Rain Foundation
[redacted]

SEAL BEACH - LEISURE WORLD TRAFFIC CIRCLE FEASIBILITY STUDY PROPOSAL

Mr. Mark Weaver,

Urban Crossroads, Inc. is pleased to submit this proposal agreement to Golden Rain Foundation (**Client**) for a traffic circle feasibility study at the Seal Beach - Leisure World main entrance (**Project**), which is located in the City of Seal Beach at the intersection of Golden Rain Road at Del Monte Drive. It is our understanding that the Client is requesting a feasibility study to determine if a traffic circle can be constructed within the available street section near the main entrance and operate safely for existing traffic conditions.

The following master proposal includes a scope of work (see Exhibit A) and cost estimate (see Exhibit B) for each of the following technical reports:

If you have any questions, please contact me at [redacted]

Respectfully submitted,
URBAN CROSSROADS, INC.

Aric Evatt, PTP
President

[redacted]

EXHIBIT A – SCOPE OF WORK

TASK 1- TRAFFIC CIRCLE FEASIBILITY STUDY

1.1 Meet with the client and / or Home Owners Association (HOA) representatives at the project site and discuss the anticipated work effort, including the appropriate locations to collect traffic volume data and vehicle types. Potential sight distance issues, utility conflicts and pedestrian paths will also be assessed during this site visit.

1.2 Collect traffic volume data at 4 locations for one weekday and Saturday (2 days total).

1.3 Assess the data to determine both traffic volumes and vehicle types prior to developing a concept design.

1.4 Conduct a field evaluation for Project design purposes.

1.5 Develop a concept traffic circle in AutoCAD at a scale of 1"=40' for the Project main entrance over aerial maps (No base plans available from the Client). The concept plan shall depict required signage and striping improvements.

1.6 Develop a rough order of magnitude construction costs for the traffic circle. Note: Utilities conflicts not readily apparent will not be included. Cost estimate will be based on Urban Crossroads best available data from similar projects.

1.7 Prior to finalizing the study, review concepts with the Client and respond to comments (1 meeting is anticipated).

1.6 Prepare a letter report summarizing the results of Tasks 1.1 through 1.7.

EXHIBIT B – PROFESSIONAL FEE

The fixed fee to accomplish the Scope of Work outlined in Exhibit A is as follows, all "Not to Exceed" fees will be billed on a time and materials basis:

TRAFFIC CALMING

Task 1	Traffic Circle Feasibility Study	**$10,700**

Due to potentially dynamic project considerations including, but not limited to: environmental occurrences, changes in the project description, and/or modifications in public/private policy, Urban Crossroads reserves the right to shift funds among individual task budgets according to specific needs. Urban Crossroads hourly rates are detailed in Exhibit C.

DELIVERABLES/TIMING

It is estimated that the technical studies will be completed in approximately **35** working days from the date of Client's authorization. Additionally, any delays resulting from circumstances beyond our control, **such as environmental occurrences, changes in the project description, and/or modifications in scope** may extend the time schedule. In the event this occurs, Urban Crossroads, Inc. will make the Client aware of such issues and adjust expectations accordingly. A PDF (electronic) version of the report will be provided for the client's use.

TERMS

If agreeable, this letter serves as our mutual, contractual agreement and authorization to proceed. An initial payment of (**$2,140**) is due upon execution of this Agreement and will be credited to the Client's account at final payment. Please put the project number (JN:14381) on the check to ensure that it is credited to your account. Subsequent payments for services and reimbursable expenses shall be made monthly upon presentation of Urban Crossroads' statement of services rendered and expenses incurred. We are looking forward to serving you on this project. This proposal offer is valid for 60 days. Please sign one copy of this scope of work and return it to us for our files or send us the agreements utilized by your company. Please send any future payments to our mailing address at:

Urban Crossroads, Inc.
[redacted]

CONTRACT APPROVAL:

Name:

Signature:

Firm: Golden Rain Foundation

Date:

EXHIBIT C - BILLING RATES FOR URBAN CROSSROADS, INC.

Position	Hourly Rates
Principal	$205-275
Senior Associate	$150-220
Associate	$110-170
Senior Analyst	$105-135
Analyst	$70-105
Assistant Analyst	$60-115
Administrative Support	$65-105

General

(1) Reimbursable direct costs, such as reproduction, supplies, and messenger service will be billed at cost.

(2) Hourly rates apply to work time, travel time, and time spent at public hearings and meetings. For overtime work, the above rates may be increased 50 percent.

(3) Monthly billing statements are due within thirty (30) days of receipt.

URBAN CROSSROADS

[redacted]

PROPOSAL FOR SERVICES

May 6, 2021

Mr. David Rudge
Golden Rain Foundation
[redacted]

SUBJECT: LEISURE WORLD SEAL BEACH TRAFFIC CIRCULATION AND LANE CONFIGURATION REVIEW

Dear Mr. David Rudge:

Urban Crossroads, Inc. is pleased to submit this proposal agreement to Golden Rain Foundation (Client) to provide a Traffic Circulation and Lane Configuration Review for the Leisure World Seal Beach ("Project"). The purpose of the Traffic Circulation and Lane Configuration Review is to assess the vehicular traffic movements and provide on-site circulation and lane reconfiguration concept alternatives to improve the traffic movement at the following two locations:

1. North Gate Rd in Northwood Rd and St Andrews Dr area. $ 9,800
2. Main Gate area for the following scenarios: $ 14,900
   a. With the existing OCTA Bus pick up drop off in front of the area
   b. Without the existing OCTA Bus pick up drop off in front of the area

SCOPE OF WORK

The following scope of work outlines the tasks needed to complete the project.

1. Coordinate with staff members to establish the initial goals and objectives for the Traffic Circulation and Lane Configuration Review and refine this scope of work if needed.
2. Visit and review the Project study area to identify issues and opportunities to improve circulation conditions. This will include a photo survey and inventory in an effort to document existing circulation conditions and deficiencies.
3. Document existing building access locations, pavement markings, parking restrictions, signage, pedestrian walkways, curb ramps, vehicular access locations, drive aisles, parking layout, parking requirements and overall on-site circulation.
4. Prepare a series of exhibits describing the existing conditions. The exhibits will identify physical limitation such as slope, deficient curb ramp and crosswalk locations, sight distance constraints, on-street and off-street parking, traffic control measures, and other areas of concern.

5. Develop up to three on-site circulation concept alternative exhibits for review by the Physical Property Committee.
6. Attend up to (1) meeting of the Physical Property Committee to present the on-site circulation concept alternative exhibits.
7. Based on feedback from the Physical Property Committee, refine the recommended concept alternative for up to two review cycles.

PROFESSIONAL FEE

The fixed fee to accomplish the above Scope of Work is **$24,700** ($9,800 for Northgate Road and $14,900 for the Main Gate area). The fees for the work outlined in this proposal are based upon personnel charges plus direct expenses as indicated in the attached Exhibit A. Due to potentially dynamic project considerations including, but not limited to: environmental occurrences, changes in the project description, and/or modifications in public/private policy, Urban Crossroads reserves the right to shift funds among individual task budgets according to specific needs. The proposed fee does not include attendance at public hearings/meetings. If these tasks are required to secure approval of the project, Urban Crossroads, Inc. would be pleased to perform them and charge the Client based on the hourly rates detailed in Exhibit A.

DELIVERABLES/TIMING

It is estimated that the Traffic Circulation and Lane Configuration Review will be completed in **25** working days from the date of Client's authorization and subsequent receipt of all requested data essential to complete the study, including the final site plan. Additionally, any delays resulting from circumstances beyond our control, such as environmental occurrences, changes in the project description, and/or modifications in public/private policy may extend the time schedule. In the event this occurs, Urban Crossroads, Inc. will make the Client aware of such issues and adjust expectations accordingly. A PDF (electronic) version of the report will be provided for the client's use.

TERMS

If agreeable, this letter serves as our mutual, contractual agreement and authorization to proceed. The Client agrees to compensate Urban Crossroads on a Task Progress Basis (percentage of job completed) as subsequent work is completed. Please sign one copy of this scope of work and return it to us for our files, or send us the agreements utilized by your company. We are looking forward to serving you on this project. This proposal offer is valid for 60 days. If you have any questions, please contact me directly at [redacted]

Respectfully submitted,

URBAN CROSSROADS, INC.

Bill Lawson, P.E., INCE
Principal

CONTRACT APPROVAL:
Approved by:
Title:
Firm: Golden Rain Foundation
Date:

EXHIBIT A

BILLING RATES FOR URBAN CROSSROADS, INC.

Position	Hourly Rates
Principal	$205–275
Senior Associate	$150–220
Associate	$110–170
Senior Analyst	$105–135
Analyst	$70–105
Assistant Analyst	$60–115
Administrative Support	$65–105

General

(1) Reimbursable direct costs, such as reproduction, supplies, and messenger service will be billed at cost.

(2) Hourly rates apply to work time, travel time, and time spent at public hearings and meetings. For overtime work, the above rates may be increased 50 percent.

(3) Monthly billing statements are due within thirty (30) days of receipt.