



June 6, 2025

City of La Mesa
Attn: Tristan Leger
Tleger@cityoflamesa.us

Re: City of La Mesa As-Needed Request for a Walkability Study

Dear Tristan,

Chen Ryan Associates, Inc., dba CR Associates ("CRA") is pleased to submit this proposal to the City of La Mesa ("City") to prepare a Walkability Study to inform the planned enhancements for the area around the City's Public Works complex.

Project Understanding

We understand that the goal of this study is to identify strategies for facilitating and protecting pedestrians and potentially cyclists once the planned redevelopment for this area is implemented. Our technical approach begins with an extensive existing conditions analysis and close collaboration with staff to understand the planned improvements for the area and the desired outcomes in terms of multimodal connectivity and walkability. This will form the foundation for defining and understanding the purpose and objectives of the project. On a high level, our engineering objective will be to identify and develop feasible, cost-effective options for improving the streets within the project area and transforming them into a safe, welcoming environment for walking and biking. We will work with the City to identify the improvements that best optimize safety and connectivity and prepare 30% plans and accompanying cost estimate, which can be advanced through final design when funding is available.

Scope of Services

The tasks below are intended to be used as the scope items for the task order and to indicate our assumptions, and deliverables to be completed. Design plans, reports, and deliverables indicated will follow the City's standard format unless indicated otherwise.

Task 1 – Project Management

1.1 Kick-Off Meeting - As soon as the Notice-to-Proceed is received, the CRA Team will schedule a kick-off meeting. In advance of the meeting, CRA will submit a draft agenda and data request memo based on previous discussions with the City. This will likely include any current development projects and identified future plans for public works grounds/space.

1.2 On-going Project Management – CRA will establish a regular monthly meeting time to advance the project and ensure the team is on track with respect to schedule, decision-making, and design / deliverables development. As part of this task, CRA will submit invoices on a time and materials basis.

Task 1 Deliverables:

- Kick-off meeting
- Agendas, minutes, and action items for kick-off, monthly, and stakeholder meetings.
- Monthly project coordination meetings
- As-needed coordination meetings with Caltrans, property owners, and other stakeholders
- Monthly invoices and progress reports

Task 2 – Existing Conditions and Data collection

CRA will conduct thorough data collection to inform the development of an existing conditions memo. This task will include a review of available topographic and right-of-way survey data, existing planning documents, utility mapping, and as-built drawings. CRA will also conduct a field review to verify as-built drawings and utility maps, and observe existing driveway access, parking conditions, , environmental constraints, Caltrans facilities, and the general operations and character of the study's roadways. We understand that the City has pavement cores along Commercial Street which we will analyze to determine the existing pavement section. Data collection may also include identifying and gathering design guidelines, design information bulletins (Caltrans), etc as needed.

CRA will develop an existing conditions memo that includes initial findings with respect to the walking and bicycle environment and opportunities and barriers. The initial review and field review will result in a CAD base with a series of cross sections that highlight existing conditions as well as proposed opportunity. Lighting will be assessed to confirm minimum visibility for proposed improvements.

Key considerations:

- Parking maximization
- PROWAG and accessibility
- Discussion and recommendations to Caltrans to potentially improve on/off ramps to comply with Caltrans Design Information Bulletin 94 (DIB-94)
 - o Assessment of turn radii, lane widths, other areas of deficiency, etc.
 - o Assumption is that the City would not take on responsibility for the ramps
- Safety including lighting and connectivity
- Green streets implementation and drainage

2.1 – Topographic Survey and Right-of-Way Mapping

CRA will review City provided survey and Right-of-Way mapping AutoCAD files. CRA will also utilize the mapping and as-builts collected as part of the SANDAG La Mesa Downtown Trolley Prioritization Study.

2.2 – Utility Research

CRA will coordinate with the City and affected utility agencies to collect readily available record drawings and data such as GIS mapping, utility maps, as-built plans, and future improvement plans within and adjacent to the Project area. CRA will assist the City in preparing and sending utility notification letters to obtain mapping from franchise utilities. Information gathered as part of this task will be incorporated into the existing utility base AutoCAD file.

2.3 – Field Observation

The CRA team will conduct up to two (2) field observations of the project area and take inventory of existing facilities.

2.4 – Multimodal Analysis

CRA will assess the mobility for the project area related to walking, bicycling, accessibility and parking. These areas of evaluation assumes the potential for future development and how the public right-of-way improvements will enhance broader connectivity. CRA will develop a needs analysis and recommendations memo based on the existing conditions and data collection. CRA will meet with City staff to review and discuss before revising the alternatives to a preferred alternative that is moved forward to Task 3.

Task 2 Deliverables:

- Existing Conditions Memo
- Multimodal Recommendations including but not limited to walking, bicycling, accessibility, and parking
- Existing Utility Base File
- Field notes, field photos

Task 3 – Construction Documents

3.1 Preliminary Engineering (30%)

The CRA team will develop a Preliminary Engineering (30%) design package including a plan set depicting proposed curb, gutter, sidewalk, signing and striping improvements over the City-provided topographic survey base map

prepared in Task 2 as well as a preliminary opinion of probable construction cost (OPCC) based on the preliminary design quantity takeoffs and current unit prices. The preliminary OPCC will identify itemized infrastructure items, unit prices, appropriate contingencies, expected project development and construction management costs, and anticipated escalation based on expected construction date. The Preliminary Engineering Layout Plan will be in plan view and will portray the proposed edge curbs, curb and gutters, sidewalk pavement, striping improvements, and potential utility conflicts within the limit of work. The plans will show potential storm drain and green infrastructure improvements but it assumes the required drainage or stormwater quality analysis will be prepared at the final design stage. This task assumes four improvement sheets and one detail sheet.

The CRA team will prepare one (1) photometric study in the form of an exhibit to determine appropriate lighting levels within the proposed improvement limits. The photometric analysis will depict placement of existing and proposed roadway lighting using Illuminating Engineering Society (IES) lighting standards and standard City of La Mesa light fixtures. Other lighting features such as conduit runs, voltage drop calculations, service points, etc. will not be shown. It is assumed that up to one (1) round of comments will be received from the City of La Mesa.

The Preliminary Engineering improvement plan (30%) will be revised based on one (1) round of consolidated City review and comments. CRA will schedule a meeting following the submittal to discuss and reconcile comments. This assumes a comment resolution meeting with revisions.

Task 3 Deliverables:

- Preliminary Engineering (30%) plan set – 11x17 PDF and CAD base files will be submitted electronically via email
- Preliminary OPCC as an excel file (file will be submitted electronically via email)
- Photometric study – (file will be submitted electronically via email)
- Comment response log – (file will be on SharePoint as a living document)

Project Schedule

Once provided with the notice to proceed by the Client, CRA will schedule a kickoff meeting as soon as possible to gain a better understanding of the Client's vision and goals for this grant and identify a step-by-step schedule (MS Project Schedule) including review time in order to meet City's desired timeframe. CRA has a team ready to execute this work immediately.

Fee

The CRA team will perform the scope of services outlined above on a time-and materials basis under the terms of the 25-01 as needed master agreement rates, with a maximum not to exceed fee of One-hundred and fifty-thousand dollars (\$150,000.00).

Additional Services

Any services not specifically described in the above scope, as well as any changes in the scope the Client requests, will be considered as Additional Services and will be performed at our then-current hourly rates. Prior to commencing Additional Services, Consultant shall obtain prior written approval from the Client. Additional services we can provide include, but are not limited to providing any other services not expressly included in this Agreement or not customarily furnished in accordance with generally accepted practices in the industry.

We appreciate the opportunity to submit this proposal and look forward to helping the City reenvision this area to be more pedestrian and bike friendly.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Monique Chen'.

Monique Chen, PE
Principal