

TRANSMITTAL



WALLACE GROUP®

CIVIL AND  
TRANSPORTATION  
ENGINEERING

CONSTRUCTION  
MANAGEMENT

LANDSCAPE  
ARCHITECTURE

MECHANICAL  
ENGINEERING

PLANNING

PUBLIC WORKS  
ADMINISTRATION

SURVEYING /  
GIS SOLUTIONS

WATER RESOURCES

---

**Date:** July 14, 2020

**Project Number:** PP20-6966-0915

---

**To:**

Ron Munds  
Los Osos Community Services  
District  
2122 9<sup>th</sup> Street, Suite 110  
Los Osos, California 93402

**VIA Email**

**Phone:** 805 528-9370

**Fax:**

**Email:** [rmunds@losososcsd.org](mailto:rmunds@losososcsd.org)

---

**From:**

Bianca E. Koenig  
Director Landscape Architecture  
**WALLACE GROUP**  
612 Clarion Court  
San Luis Obispo, CA 93401

**Phone:** 805 544-4011

**Fax:** 805 544-4294

**Email:** [biancak@wallacegroup.us](mailto:biancak@wallacegroup.us)

---

**Subject:** Proposal for Ferrell Avenue Footpath

---

Please find attached our proposal for the above referenced project. If this proposal meets with your approval, please sign where indicated and return to our office, **to the attention of Kylie Castle, Marketing Coordinator**, which will serve as our notice-to-proceed on your project.

Please call me if you have any questions at 805 544-4011.

Thank you.

ATTACHMENT

PP20-6966

Exhibit A

WALLACE GROUP  
A California Corporation

612 CLARION CT  
SAN LUIS OBISPO  
CALIFORNIA 93401

T 805 544-4011

F 805 544-4294

[www.wallacegroup.us](http://www.wallacegroup.us)

July 14, 2020

Ron Munds  
Los Osos Community Services District  
2122 9th Street, Suite 110  
Los Osos, California 93402

Subject: Ferrell Ave Footpath

Dear Mr. Munds:

Wallace Group appreciates the opportunity to provide you with our proposal for Landscape Architectural and Survey services for the above referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

### PROJECT UNDERSTANDING

The Parks & Recreation Advisory Committee in coordination with the Los Osos Community Services District has developed a conceptual plan for an improved public pathway between 7th Street and Ferrell Ave. The desire is for this path to be an all-weather surface, to closely follow the existing trampled pathway, and to avoid the sensitive habitat area for the Morro Shoulderband Snail.

### SCOPE OF SERVICES

#### Task 1: Project Management and Meetings

Wallace Group will provide day-to-day management and task coordination. We also will attend on (1) kick-off meeting with District Staff.

#### Quality Assurance/Quality Control

QA/QC is an important part of our work products. Design submittal deliverables will undergo a Quality Control and Quality Assurance review. This review process is a critical component of a successful project. Wallace Group standards for quality and assurance have been established in order to support project viability and constructability, through detailed review and analysis at critical project milestones. The budgets for QA/QC have been allocated in tasks at specific deliverable milestones.

The duration of this project and therefore this task is estimated to be 2 months based on the Schedule listed after the Scope of Services. Project management hours have been estimated based on this time duration. An extension of the schedule may require a budget increase for this task.

#### Deliverables:

- Kick-off meeting notes
- Monthly Invoices and Project Updates

#### Task 2: Construction Documents

##### 1.1 Construction Plans & Specifications

Based on the initial concept discussed at the kickoff meeting, Wallace Group will prepare Construction Plans for the project using CSD directed design requirements for the path, 'symbolic fencing' (bollards or bollard and rope fencing), and signage. The PS&E package will be submitted at the 35%, 90% and Final Design Stages.



CIVIL AND  
TRANSPORTATION  
ENGINEERING

CONSTRUCTION  
MANAGEMENT

LANDSCAPE  
ARCHITECTURE

MECHANICAL  
ENGINEERING

PLANNING

PUBLIC WORKS  
ADMINISTRATION

SURVEYING /  
GIS SOLUTIONS

WATER RESOURCES

WALLACE GROUP  
A California Corporation

612 CLARION CT  
SAN LUIS OBISPO  
CALIFORNIA 93401

T 805 544-4011  
F 805 544-4294

[www.wallacegroup.us](http://www.wallacegroup.us)



It is estimated that the construction plans may include the following plan sheets:

Wallace Group will prepare a site plan indicating the dimensions and limits of the proposed improvements. A grading plan (maintaining existing drainage patterns) will be prepared showing finished grade elevations on hardscape finish surface features. Construction details will show areas requiring additional detail such as conform locations. Drainage patterns are assumed to be maintained as surface flow into existing features (no drainage pipes). We also assume that no new post-construction stormwater quality improvements will be required. Project specifications will be placed on a sheet in the drawing package. Specifications will be similar to CSI format.

Description	# of sheets
Title Sheet	1
Survey Project Control	1
Site Plan & Notes	1
Grading Plan	1
Construction Details	1
Sheet Specifications	1

Total Estimated Sheets: 6

### 1.2 Probable Construction Cost

Wallace Group will prepare an engineer's opinion of probable construction costs for the improvements. We will perform quantity takeoffs and assign unit prices based on CSD unit cost data, if available, or publicly available bid data for similar scope/size projects.

#### **Deliverables:**

- 35% Plans, Specifications and Estimates for CSD review
- 90% Plans, Specifications and Estimates for CSD review
- Final Design Plans, Specifications and Estimates for BID

#### **Task 3: Topographic and Right of Way Mapping**

Wallace Group will conduct a topographic field survey of the area shown shaded red in Figure 1. The field mapping will locate and show features such as existing fences, power/light poles, edge of pavement, fire hydrants, water valves, utility boxes and vaults, manhole type, rim elevation and inverts, drop inlets, catch basins, approximate pipe sizes and direction of pipe (if any are within survey area), and paint markings which indicate the presence of underground utilities.



We will locate sufficient monument to plot the location of the right of way lines of Ferrell Avenue and 7<sup>th</sup> Street, along with adjoining property lines that are within the limits of survey. Monuments located as part of the field survey will be shown on the base map.

The greater limits and area of the lot will be shown by aerial imagery or aerial mapping provided by the CSD. The topographic survey mapping will be constrained horizontally to the California State Plane Coordinate System of 1983 (CCS83), Zone 5 projection and vertically to the North American Vertical Datum of 1988 (NAVD88), constraining to the same control network that was used as the basis for the aerial mapping used as a basis of the sanitary sewer project.

Wallace Group will compile the ground survey data and the utility identifications to a Civil 3D 2020 drawing. We will create a DTM surface using the ground survey data within the Civil 3D drawing. Local control will be set and shown on the map.

**Deliverables:**

- Signed and sealed 24" X 36" PDF survey base map
- Civil 3D 2020 Survey Base Map

**SCHEDULE**

Wallace Group will provide the above services within 60 days of receiving the Notice to Proceed and a surveyed base map (if provided separate from this contract). If the optional survey task is included in the contract, Wallace Group will provide the above services within 90 days of receiving the Notice to Proceed.



## **TO BE PROVIDED BY THE CLIENT**

- Coordination with Parks and Recreation Committee
- Underground Service Alert to locate existing underground infrastructure if required
- One single list of approved and consolidated red-lined comments per CSD Review period
- Client shall provide the DIR Project Number for this project. To do so, the Client will need to complete the PWC-100 form and submit to the DIR prior to the commencement of the field survey. This is required to be in compliance with State of California Prevailing Wage laws.

## **ITEMS NOT INCLUDED IN SCOPE OF SERVICES**

The following services are not included in this Scope of Services or estimate of fees:

- Structural Design / Calculations
- Soils investigation/report
- Drainage analysis
- Design of new drainage or stormwater quality facilities
- Planting or Irrigation Design
- Book Specifications
- Bidding Assistance
- Construction Observation
- Other items not specifically detailed in the scope above

## **PROJECT FEES**

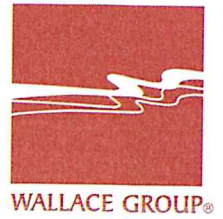
Wallace Group will perform the services denoted in tasks 1 and 2 of the proposed Scope of Services on a time and materials basis. For budgeting purposes, our preliminary estimate is that over the next 3 months, our fees will be \$8,000 to \$9,000. These services will be invoiced monthly on an accrued basis in accordance with the attached Standard Billing Rates (Exhibit A). Reimbursables will be invoiced as an additional cost and are included in the time and materials estimated fee amount stated above.

The estimated fees denoted in Optional Task 3 will be \$5,400 and are based on prevailing wage rates. If the Client and the California Department of Labor determines that prevailing wage payments are not required, the fees for Optional Task 3 will be adjusted and billed according to the per hour rate of the Standard Wage column on the Standard Billing Rates provided.

At your request, additional services to the Scope of Services will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.

## **TERMS AND CONDITIONS**

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, we will perform the work in accordance with our Standard Terms and Conditions (modified) pursuant to our existing District Engineering contract with the District and which are considered as part of our proposal agreement. If this proposal meets with your approval, please sign where indicated and return to our office, which will serve as our notice-to-proceed.



We want to thank you for this opportunity to present our proposal for Landscape Architectural and Survey services. If you would like to discuss this proposal in greater detail, please feel free to contact me or Ann Sever.

Sincerely,

**WALLACE GROUP, a California Corporation**

**TERMS AND CONDITIONS ACCEPTED:**

Bianca E. Koenig, PLA 5081, LEED AP  
Director Landscape Architecture  
612 Clarion Court  
San Luis Obispo  
California 93401  
T 805 544-4011  
F 805 544-4294  
www.wallacegroup.us

Signature

Printed Name

Title

Date

Ron Munds  
General Manager

7/14/2020

Attachments  
GGM: PP20-6966, 2019  
Exhibit A

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.



Exhibit A  
**Standard Billing Rates**



**Prevailing Wage\***

**Engineering, Design & Support Services:**

Assistant Designer/Technician .....	\$ 90
Designer/Technician I - IV .....	\$ 95 - \$125
Senior Designer I - III .....	\$138 - \$148
GIS Technical Specialist .....	\$135
Senior GIS Technical Specialist .....	\$145
Associate Engineer I - III .....	\$ 115 - \$135
Engineer I - IV .....	\$145 - \$160
Senior Engineer I - III .....	\$170 - \$180
Director .....	\$185
Principal Engineer/Consulting Engineer .....	\$215
Principal .....	\$230

**Landscape Architecture Services:**

Associate Landscape Designer I - II .....	\$ 90 - \$100
Designer I - IV .....	\$110 - \$128
Landscape Architect I - IV .....	\$130 - \$145
Senior Landscape Architect I - III .....	\$147 - \$161
Director .....	\$165

**Support Services:**

Office Assistant .....	\$ 85
Project Assistant I - III .....	\$ 90 - \$100

**Additional Professional Services:**

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$300 an hour. As authorized in advance by the Client, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

**Direct Expenses:**

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- delivery/copy services
- sub-consultant services
- mileage (per IRS rates)
- agency fees
- other direct expenses

**Invoicing and Interest Charges:**

Invoices are submitted monthly on an accrued cost basis in accordance with this Fee Schedule. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.

**Right to Revisions:**

Wallace Group reserves the right to revise this Schedule of Fees on an annual basis, personnel classifications may be added as necessary.

**\*Prevailing Wage:**

State established prevailing wage rates may apply to some services and those rates are subject to change.