



May 29, 2019

Peter Kampa, General Manager
Cortina Community Services District
P.O. Box 43
Arbuckle, CA 95912

Subject: Evaluation of Pavements, Project Recommendations, and Project Design for Pavement Improvements for the Cortina Community Services District

Dear Mr. Kampa:

Pursuant to your recent request I wish to confirm that Willdan Engineering (Willdan) is pleased to provide this proposal to perform an evaluation of the pavements, pavement project recommendations, preparation of plans and specifications, and bidding assistance in the three subdivisions that comprise the Cortina Community Services District.

We are pleased to offer the services of Mr. Peter Rei, PE, PLS to serve as the Project Manager for the project. Mr. Rei has more than 38 years of engineering and management experience in municipal engineering for cities, counties and special districts. Mr. Rei will be supported by other Willdan Engineering staff, as needed, to help him to successfully complete the project.

The total not-to-exceed cost of the pavement evaluation project is proposed to be \$35,000.00. Willdan further proposes that Mr. Rei's project management services will be billed at a rate of \$164.00/hr.

We sincerely appreciate the opportunity to offer our professional engineering services to the Cortina Community Services District and look forward to assisting you with your engineering needs. If you have any questions, or need additional information, please contact me at (209) 743-4469 or at prei@willdan.com.

Please indicate the District's approval and authorization to proceed by scanning one signed original and returning it by e-mail.

Respectfully submitted,
WILLDAN ENGINEERING

A handwritten signature in blue ink that reads 'Peter Rei'.

Peter Rei, PE, PLS
Project Manager

Approval and Authorization to Proceed By:
CORTINA COMMUNITY SERVICES DISTRICT

Signature

Date

Exhibit A – Scope of Work

May 22, 2019

Cortina Community Services District Pavement Condition Evaluation and Recommendations for Improvements

Proposed cost not-to-exceed \$35,000

1. Meetings (maximum of 5)

- Attend Project Kick-Off meeting to review project prior to beginning work.
- Attend District Board Meeting to present Administrative Draft Pavement Design Report and answer any questions that Board members may have.
- Attend District Board Meeting to present Final Report and answer any questions that Board members may have.
- Attend Pre-Bid Meeting with interested contractors
- Attend District Board Meeting to assist District staff with awarding the project to the lowest responsible bidder

2. Existing information

- Review all improvement plans or as-builts originally submitted to Colusa County when the subdivisions were originally designed and constructed.
- Review all existing information collected for the Site Assessment of Infrastructure prepared by Willdan Engineering for the District in May 2018.
- Review all utility information (water, sewer, stormdrain, electrical) available from the County of Colusa, the District or other utility providers.

3. Pavement Condition Surveys and Observations

- Perform an-site survey of all existing pavement conditions to determine pavement distresses and possible options for repair.
- Perform a topographic survey and prepare a Project Base Map.
- Coordinate a geotechnical evaluation by a sub-consultant to confirm pavement thickness and structural section.



4. Preliminary Pavement Design Report

- Analyze all roadway pavement condition data and geotechnical data compiled in the field.
- Prepare preliminary cost estimates for all needed pavement improvements.
- Prepare a preliminary schedule and project recommendations of needed pavement improvements.
- Review the preliminary schedule and project recommendations with District staff.
- Incorporate any requested changes to the preliminary schedule and project recommendations requested by District staff.

5. Final Pavement Condition Report

- Finalize the Pavement Condition Report and submit to District Board for consideration/approval.
- Incorporate any requested changes to the Pavement Condition Report requested by District Board

6. Project Plans, Specifications and Estimate

- Prepare Preliminary Project Plans, Specifications and Estimate
- Review Preliminary Project Plans, Specifications and Estimate with District staff
- Incorporate any requested changes to the Preliminary Project Plans, Specifications and Estimate requested by District staff.
- Prepare Final Project Plans, Specifications and Estimate and submit to District Board for consideration/approval.

7. Bidding Assistance

- Answer any questions and Requests for Information (RFI) from interested contractors

Note: Additional Services available during construction by separate agreement (not included in this Scope of Work)

- Construction Management Services
- Materials Testing Services
- Labor Compliance Services

