

Biggs Cardosa Associates, Inc.
500 S. Main Street, Suite 1200
Orange, CA 92868

June 15, 2021
Biggs Cardosa Job No. 2018243

Peter Ramey
City of Corona | Public Works Department
400 S. Vicentia Avenue, Suite 210
Corona, CA 92882

Subject: McKinley Street Grade Separation: Additional Work Request
City of Corona Project No. 2012-12

Dear Peter:

Biggs Cardosa is submitting this Extra Work request to perform additional services, including:

- Requesting authorization of the scope and fee submitted in 2018 for Task 9 – Engineering Construction Services.
- Evaluation of an alternate construction staging concept presented by the Construction Management Team under a new proposed task: Task 12 – Alternate Staging Concept Evaluation.
- Public outreach services during construction.

Task 9 – Engineering Construction Services

Biggs Cardosa's original scope and fee proposal submitted in 2018 included Task 9. At that time, the City only authorized Tasks 1 – 8 with a contract end date of June 30, 2021. With the project nearing bidding and construction (and with the contract expiration date upcoming), we are requesting that the City authorize Task 9 and extend the Term of the Professional Services Agreement.

The scope for this task is attached. The fee for this task (as submitted in 2018) is \$770,116. Refer to the attached fee proposal for an hourly breakdown and additional details.

Task 12 – Alternate Staging Concept Evaluation

The Contract Documents currently show a staging scheme that generally constructs the west half of McKinley first, followed by the east half. The City recently procured a Construction Management Team, and they have suggested consideration of an alternate staging scheme. That alternate staging concept generally consists of building the west and east structures simultaneously while routing traffic down the center of McKinley Street.

We understand that this concept could offer schedule savings, and will work with the City, the City's Program Manager, and the Construction Management Team to identify the criteria that the contractor would need to satisfy to implement this alternate staging concept. The goal is not to revise the current Stage Construction and Traffic Control Plans, but to set the framework via a Memorandum / White Paper for the contractor to secure approvals and implement this alternative, if desired. Special Conditions and Technical Specifications will be updated to allow for this alternate staging concept.

The scope for this task is attached. The fee for this task is \$63,232. Refer to the attached fee proposal for an hourly breakdown and additional details.

Public Outreach Services During Construction

Typically, the Construction Management Team includes a Public Outreach consultant to provide noticing, conduct meetings, etc. during the construction phase. Due to Arellano Associates familiarity with the project and excellent performance to-date under Biggs Cardosa's contract, the City has requested that they provide Public Outreach services during the construction phase. Arellano Associates' scope and fee for this effort is attached. Please note that Biggs Cardosa has not marked up their fee: We intend to pass these services through free-of-charge, and our role will be limited to contract administration.

Fee

The proposed fees are summarized below:

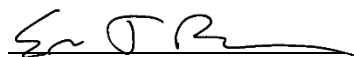
Task 9 – Construction Engineering Support:	\$770,116
Task 12 – Alternate Staging Concept Evaluation:	\$63,232
Public Outreach Services During Construction:	\$313,165
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Total:	\$1,146,513

Refer to the attachments for a detailed hourly breakdown per task.

We look forward to continuing to work with you on this project. If you have any questions, please do not hesitate to contact me.

Sincerely,

BIGGS CARDOSA
ASSOCIATES, INC.



Eric Pheifer, PE
Project Manager

Agreed to By,

CITY OF
CORONA

Peter Ramey
City of Corona Project Manager

Attachments:

- Scope of Services: Task 9 & 12
- Fee Proposal: Task 9
- Fee Proposal: Task 12
- Public Outreach Scope & Fee Proposal

SCOPE OF SERVICES

INTRODUCTION

This Scope of Services is intended to modify and supplement the Scope of Services authorized in the Professional Services Agreement between Biggs Cardosa Associates and the City of Corona, dated July 18, 2018, and the First Amendment to the Professional Services Agreement, dated August 21, 2019.

9. ENGINEERING CONSTRUCTION SERVICES

9.1. ENGINEERING SUPPORT (RFIS, SHOP DRAWING REVIEW, ETC.)

Consultant shall assist the City with following:

- Provide professional engineering services to address and respond to Requests for Information (RFIs) from the contractor.
- Review shop drawing and materials submittals.
- Prepare supplementary sketches and details as required to resolve field construction problems that may be encountered.
- Review and provide recommendations regarding proposed change orders (as needed).
- Attend the pre-construction meeting and additional office or construction site meetings during construction.

Assumptions

- Up to 200 RFIs are included in this scope. Consultant shall be responsible for RFIs related to technical requirements. It is assumed that others will review and respond to RFIs related to the General Conditions, right of way requirements, and other aspects of the project which are non-technical in nature.
- Up to 100 shop drawing reviews are included in this scope.
- All agency approvals will be obtained prior to initiating Engineering Construction Services.
- Engineering Construction Services excludes significant revisions to the Issued for Bid design.
- Visits to Site and Observation of Construction. Consultant will make visits as directed by City in order to observe the progress of the work. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will to be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep City informed of the general progress of the work. Up to twenty (20) field or office meetings are included in this scope.
- Consultant will not supervise, direct, or have control over Contractor's work, nor shall Consultant have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Consultant does not guarantee the performance of any Contractor and has no

	<p>responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.</p> <ul style="list-style-type: none"> ▪ Recommendations with Respect to Defective Work. Consultant will recommend to City that Contractor's work be disapproved and rejected while it is in progress if, on the basis of its observations, Consultant believes that such work will not produce a completed Project that generally conforms to the Contract Documents. ▪ Clarifications and Interpretations. Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents. Any orders authorizing variations from the Contract Documents will be made by City. ▪ Change Orders. Consultant may recommend Change Orders to the City, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor. This scope includes reviewing and providing recommendations for up to six (6) Change Orders. ▪ Shop Drawings and Samples. Consultant will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs. ▪ Substitutes and "or-equal." Consultant will evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents. ▪ Inspections and Tests. Consultant may require special inspections or tests of Contractor's work as Consultant deems appropriate, and may receive and review certificates of inspections within Consultant's area of responsibility or of tests and approvals required by laws or the Contract Documents. Consultant's review of certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not be an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Consultant shall be entitled to rely on the results of such tests. ▪ Limitations of Responsibility. Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the work. Consultant shall not have responsibility to stop or direct the work of any Contractor. ▪ Disagreements between City and Contractor. Consultant will, if requested by City, render written decision on all claims of City and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents. In rendering decisions, Consultant shall be fair and not show partiality to City or Contractor and shall not be liable in connection with any decision rendered in good faith.
Deliverables	<ul style="list-style-type: none"> ▪ Responses to RFI ▪ Shop Drawing and Submittal Reviews

- Change Order Reviews
- Pre-Construction & Office/Field Meeting Attendance

9.2. PREPARATION OF RECORD DOCUMENTS (AS-BUILTS)

The construction contract will require the contractor to provide to the City for review and approval one set of as-built plans showing the design changes made during the course of construction. Consultant shall prepare "As-Built" drawings by electronically incorporating as-built revisions into the PS&E, as provided in red-line field notes by the City and its Construction Manager.

Assumptions	N/A
Deliverables	<ul style="list-style-type: none"> ▪ One (1) set of 22-inch x 34-inch Mylar "Record Drawings" marked "As-Built" ▪ One (1) CD/DVD with the record drawing files saved in AutoCAD .dwg and .pdf formats

12. ALTERNATE STAGING CONCEPT EVALUATION

An alternate staging concept has been proposed by the Construction Management Team. The baseline staging concept developed by the Consultant and included in the Contract Documents generally phases construction to build the west side of McKinley Street, then the east side. The alternate staging concept generally considers building retaining walls on both the west and east sides, with traffic routed down the center of McKinley Street.

Consultant shall assist the City with preparing an Alternate Staging Concept Memorandum / White Paper. Consultant will review the concept and applicable agency standards and guidelines in order to develop the design criteria and approval framework for the contractor should they desire to implement this alternate staging concept.

Consultant will work with the City to incorporate the provisions for the alternate staging concept into the Special Conditions and Technical Specifications.

A series of meetings and workshops will be held to review the concept, discuss challenges/solutions, and to strategize on how to incorporate this alternate staging concept into the Contract Documents.

City has requested that Consultant assess the feasibility of removing or modifying the raised median on the McKinley Street Overhead to facilitate potential future traffic control and to keep the bridge deck accessible for future inspection. Consultant will prepare a memorandum analyzing relevant requirements associated with the median. This will include:

- Reviewing recommendations from FHWA, Caltrans, and City of Corona standards.
- Reviewing cost associated with the median and maintenance.
- Attending up to two meetings with City staff to discuss.

Findings will be summarized in a memorandum. This is intended to be used by the City to make a decision to maintain or remove the median.

Assumptions	<ul style="list-style-type: none"> ▪ This scope does not include incorporation of the alternate staging concept into the Stage Construction or Traffic Handling Plans. The intent is to provide a Memo / White Paper related to what the contractor would need to do to gain approval of this concept.
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	<ul style="list-style-type: none"> ▪ Coordinating the alternate staging concept with BNSF Railway, Caltrans, the Fire Department, and other reviewing agencies is not included in this scope. The Memo / White Paper will outline general requirements that the contractor would need to follow in order to obtain approval should this alternate staging concept be desired. ▪ This scope does not include updating the Plans, Specifications & Estimates to remove or modify the median.
Deliverables	<ul style="list-style-type: none"> ▪ Alternate Staging Concept Memorandum / White Paper ▪ Updated Special Conditions and Technical Specifications

Fee Proposal - Task 9

Summary:

S.O.W. Phase / Task		Biggs Cardosa Associates	Subconsultant Task Totals						Task Totals
			Kimley-Horn & Associates	David Evans & Associates	ICF	Earth Mechanics	BKF Engineers	Arellano Associates	
Task 9 - Engineering Construction Services									
9.1	Engineering Support (RFIs, Shop Drawings...)	\$371,495	\$247,437	\$41,776	\$0	\$5,377	\$0	\$0	\$666,085
9.2	Preparation of Record Documents (As-Built)	\$64,688	\$39,342	\$0	\$0	\$0	\$0	\$0	\$104,030
	Const. Support (Task 9) Totals	\$436,182	\$286,779	\$41,776	\$0	\$5,377	\$0	\$0	\$770,116

Note:
This page summarizes the Task 9 fee proposal for \$770,116 submitted in 2018. Task 9 was not authorized at that time.

Biggs Cardosa:

S.O.W. Phase / Task		S. Biggs Principal-in-Charge Principal III	M. Thomas Project Manager Principal II	D. Devlin QA Manager Principal II	D. De Vera QC Manager Associate	R. Ketring BNSF Coord. Railroad Coordinator	E. Pheifer Struct. Mgr. Engineering Manager	Senior Engineer	Project Engineer	Staff Engineer	Assistant Engineer	Senior Computer Drafter	Project Admin.	Project Coordinator	Secretarial	Total Hours	Labor Subtotal	Escalation**	Expenses	Task Totals
		\$305.00	\$270.00	\$270.00	\$210.00	\$263.00	\$181.00	\$164.00	\$147.00	\$134.00	\$124.00	\$134.00	\$147.00	\$122.00	\$97.00					
Task 9 - Engineering Construction Services																				
9.1	Engineering Support (RFIs, Shop Drawings...)		120			24	600		600		600	80		200		2224	\$345,032	\$26,463	\$0	\$371,495
9.2	Preparation of Record Documents (As-Built)		16	8	16		80	120				120				360	\$60,080	\$4,608	\$0	\$64,688
	Const. Support (Task 9) Totals	0	136	8	16	24	680	120	600	0	600	200	0	200	0	2,584	\$405,112	\$31,070	\$0	\$436,182

Kimley-Horn:

S.O.W. Phase / Task		Project Manager	Sr. Tech. Advisor	Senior Professional II	Senior Professional I	Professional II	Professional I	Senior Analyst	Analyst	Senior Designer	Designer	Project Support	Clerical	Total Hours	Labor Subtotal	Escalation**	Expenses	Task Totals
		\$310.00	\$351.00	\$265.00	\$225.00	\$210.00	\$145.00	\$130.00	\$115.00	\$150.00	\$125.00	\$180.00	\$88.00					
Task 9 - Engineering Construction Services																		
9.1	Engineering Support (RFIs, Shop Drawings...)	78	8	158	186	226	260	40				50	100	1106	\$218,868	\$16,786	\$0	\$235,654
9.2	Preparation of Record Documents (As-Built)	20		20	10	20	40	40	40		10			200	\$34,800	\$2,669	\$0	\$37,469
	Const. Support (Task 9) Totals	98	8	178	196	246	300	80	40	0	10	50	100	1,306	\$253,668	\$19,455	\$0	\$273,123

David Evans & Associates:

S.O.W. Phase / Task			Jim Ellerbroek Rail Principal Engineer	Guido Portier Task Lead	Amanda Limburg Senior Rail Engineer	Joel Tubbs Sr Br Engr	Greg Griffin Sr Br Engr	Jiri Pertold Sr Br Engr	Rachel Bassil Br Des Engr	Dylan Anderson Junior Rail Engineer	Angie Jones Proj Ad	Total Hours	Labor Subtotal	Escalation**	Expenses	Task Totals
		\$282.06	\$279.86	\$193.25	\$155.00	\$198.07	\$190.63	\$194.35	\$117.49	\$103.35	\$94.55					
Task 9 - Engineering Construction Services																
9.1	Engineering Support (RFIs, Shop Drawings...)			50		50	100					200	\$38,628	\$1,159	\$0	\$39,787
	Const. Support (Task 9) Totals	0	0	50	0	50	100	0	0	0	0	200	\$38,628	\$1,159	\$0	\$39,787

Notes:

- * Costs for printing, mileage, telephone, mailing and other expenses incidental to the performance of the main items of the Engineering Services to be rendered are included in the hourly rates.
- * Escalation is based on 3.0%/year (latest table 5 of Bureau of Labor Statistics). Design (Tasks 1 - 8) are escalated to the mid-point of design (1 year). Const. Support (Task 9) is escalated to the mid-point of the contract (2.5 years).

Fee Proposal - Task 12

Summary:

S.O.W. Phase / Task	Biggs Cardosa Associates	Kimley-Horn & Associates	Task Totals
Task 12 - Alternate Staging Concept Evaluation			\$52,839
12.1 Coordination & Meetings	\$4,925	\$11,891	\$16,816
12.2 Support for Memo / White Paper	\$2,401	\$15,870	\$18,271
12.3 Updated Specifications for Staging Concept	\$6,885	\$10,866	\$17,752
12.3 McKinley Street Overhead Median Memo	\$882	\$9,511	\$10,392
Task 12 Totals	\$15,093	\$48,138	\$63,232

Notes:

1. Costs for printing, mileage, telephone, mailing and other expenses incidental to the performance of the main items of the Engineering Services to be rendered are included in the hourly rates.

2. All charges for subconsultants/subcontract services shall be in the same amount as actually invoiced to and paid by Biggs Cardosa, plus a 5% markup.

Biggs Cardosa:

S.O.W. Phase / Task	Principal II	Associate	Engineering Manager	Senior Engineer	Assistant Engineer	Total Hours	Labor Subtotal	Escalation	Expenses	Task Totals
	\$283.39	\$220.41	\$189.98	\$172.14	\$130.15					
Task 12 - Alternate Staging Concept Evaluation										\$15,093
12.1 Coordination & Meetings		12	12			24	\$4,925	\$0	\$0	\$4,925
12.2 Support for Memo / White Paper		4	8			12	\$2,401	\$0	\$0	\$2,401
12.3 Updated Specifications for Staging Concept	2	8	4	16	8	38	\$6,885	\$0	\$0	\$6,885
12.4 McKinley Street Overhead Median Memo		4				4	\$882	\$0	\$0	\$882
Task 12 Totals	2	28	24	16	8	78	\$15,093	\$0	\$0	\$15,093

Kimley-Horn:

S.O.W. Phase / Task		Project Manager	Senior Professional II	Professional II	Senior Analyst	Total Hours	Labor Subtotal	Escalation	Expenses	Task Totals
		\$325.37	\$278.15	\$220.41	\$136.45					
Task 12 - Alternate Staging Concept Evaluation										\$45,846
12.1	Coordination & Meetings	10	10	24		44	\$11,325	\$0	\$0	\$11,325
12.2	Support for Memo / White Paper	4	20	30	12	66	\$15,114	\$0	\$0	\$15,114
12.3	Updated Specifications for Staging Concept	4	8	26	8	46	\$10,349	\$0	\$0	\$10,349
12.4	McKinley Street Overhead Median Memo	8		20	15	43	\$9,058	\$0	\$0	\$9,058
	Task 12 Totals	26	38	100	35	199	\$45,846	\$0	\$0	\$45,846

City of Corona

McKinley Grade Separation

The City of Corona is looking to construct the McKinley Grade Separation project beginning in Spring 2021. This includes a new four-lane overhead grade separation at the Burlington Northern Santa Fe (BNSF) Rail double tracks near the McKinley Street intersection with Sampson Avenue. Construction will extend from the State Route 91 (SR-91) interchange on the north side to Magnolia Avenue on the south side. The grade separation will also include connections to Sampson Avenue while relieving congestion and providing safer passage for vehicles, bicyclists and pedestrians over passing trains. New reconnector road facilities, street reconstruction and realigning and widening of SR-91 on-and off-ramps, utility relocation are also part of the construction. Once complete the project will relieve traffic congestion, improved mobility and safety for both motorists and pedestrian and will reduce wait times at the rail crossing. This project will also eliminate vehicle-train and train-pedestrian conflicts, delays and accidents. Additional benefits include improved emergency response times, air quality and noise.

Public Outreach

Arellano Associates (AA) is currently providing outreach services as part of the final design phase of this project and stands ready to continue providing public communication during construction. AA's familiarity with the project area, local issues, key stakeholders and project staff will provide continuity on the project and will facilitate the successful implementation of outreach efforts. Our approach will focus on the following:

- Maintaining public awareness of the project
- Providing real-time communication and 24-hour helpline services for the public to call
- Providing field support and construction liaison services to support the community
- Providing project status updates to elected officials
- Coordinating with impacted stakeholders to resolve issues
- Supporting construction services
- Maintaining COVID-19 outreach solutions throughout the project

Task 1: Team Coordination and Administration

AA will participate in the kick-off meeting for the project and will collaborate and participate team meetings as directed. Attendance at these meetings will ensure close coordination with the project in team and provide a forum for regular updates about public comments and the status of public involvement and communication efforts. Also, AA will communicate with the project team via telephone or email regularly.

AA will also submit monthly invoices and progress reports. Progress reports will include a narrative description of tasks completed and products delivered for the month. A summary of all costs and the remaining budget, including receipts for all direct costs will also be included with the invoice.

Deliverables

- Participation in project kick-off meeting
- Participation in team meetings
- Submit monthly invoices and progress reports

Task 2: Public Outreach Plan (POP)

AA developed a Public Outreach Plan (POP) during the design phase of the project. For this phase, AA will apply lessons learned and develop a new POP to help guide all outreach and communication efforts during the construction. The POP will be developed and implemented in close coordination and collaboration with the City of Corona and the construction team. Innovative outreach tactics will be particularly crucial given the COVID-19 pandemic as in-person public engagements are not anticipated to maintain social distancing requirements limiting in-person gatherings. Even if these restrictions are lifted, the public will likely not be eager to participate in face-to-face outreach activities during the initial phases of the project. AA staff will also use GIS data to develop a community profile for the project area that identifies languages spoken and other demographic information that will help target hard to reach and disadvantaged audiences. This will allow the PPP to be tailored to reach these stakeholder groups. The PPP will also clearly delineate the outreach schedule via a Gantt chart, including milestone dates and deliverables. The plan will be a blueprint for outreach management and implementation and will remain flexible to address the current environment.

Deliverables

- Prepare a draft and final Public Outreach Plan

Task 3: Stakeholder Contact Database:

AA developed and currently maintains the stakeholder database for the design phase of this project. The database currently has over 2,600 records and includes a variety of categories including academic institutions, public agencies, businesses, business associations, community organizations, elected officials and staff, emergency services/responders and interested parties. The database will continue to be updated and maintained during the life of the project. The database will continue to serve as the primary source for all communication efforts including distribution of meeting notices, news bulletins, construction notices closure alerts, etc. The database will be delivered to the City of Corona upon project completion. Data will be incorporated into GIS mapping to track stakeholder input and notification.

Deliverables

- Update and maintain the project database

Task 4: Key Messages/Project Branding

AA developed key messages during the design phase and will update the messages to reflect the construction phase. As needed, AA will also update the branding developed during the design phase and will ensure that the branding is applied to new collateral and presentation and meeting materials.

Deliverables

- Update key messages to reflect the current project phase
- As needed update project branding

Task 5: Communication Materials and Tools

5.1 Collateral Materials/Website Content

A set of easy to understand bilingual (English/Spanish) collateral materials are an important set of communication tools for this public outreach effort. For the design phase, AA developed a project fact sheet that was shared with project stakeholders. Additional material for the construction phase will range from hand-outs to presentation boards, fact sheet(s), frequently-asked-questions (FAQ), and PowerPoint presentations, etc. AA staff will work in collaboration with City staff and the construction team to develop these materials and ensure the messaging is consistent and accurate. All materials will be designed for use in conjunction with the full scope of public outreach activities. Materials will be developed in hard copy and digital formats and made available as necessary on the city's website.

AA will continue preparing content for the project webpage housed on the City's website. The webpage will serve as a reliable portal for project materials, information and upcoming outreach engagement opportunities. The webpage will also be updated to allow the public to register to receive project information and updates.

Deliverables

- Develop collateral materials for the project (up to 10)
- Update and maintain web content on the City's website

5.2 Project Information Newsletters/Bulletins

AA will prepare and disseminate bi-monthly project information via newsletters/bulletins to provide updates about the project. Newsletters will be issued in hard copy or electronic formats to all project stakeholders and posted on the project website.

Deliverables

- Develop bi-monthly project information newsletters/bulletins

5.3 Closure Alerts and Construction Notices

AA will take the information gathered at construction progress meetings and draft weekly traffic/closure/detour alerts and construction notices in both English and Spanish. AA will issue the traffic alerts and construction notices via electronic means, through social media, to the news media, and as needed, through door-to-door distribution using Walking-man. AA will also coordinate with Waze, Apple and Google Maps to include closures in those platforms.

For major closures, AA will utilize geofencing advertisements to notify the local community and commuters of major closures. Additionally, Walking-man will be used for noticing of affected properties and residents in advance of major closures or impactful construction activities.

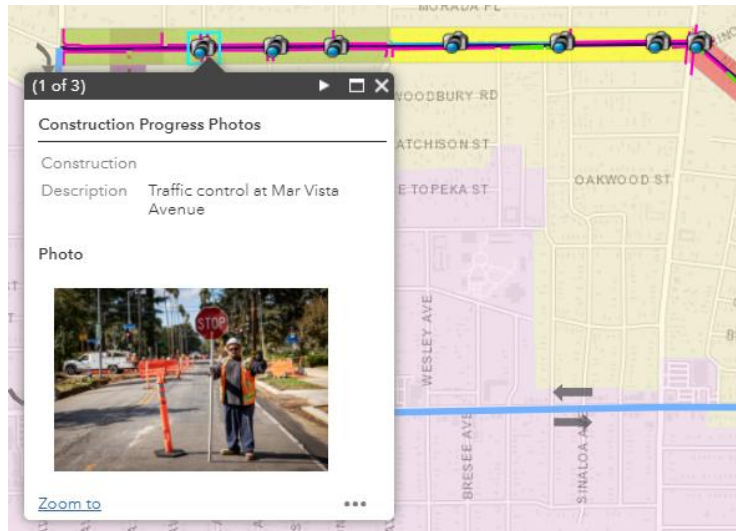
Deliverables

- Prepare and disseminate construction alerts and notices

5.4 Digital Tools

AA's Innovations Team will develop a GIS Story Map - a service offered by ESRI - to further enhance the project and more easily convey project construction updates. The Story Map will become the primary portal for all project information related to construction activity and will feature a map of the project area divided into the three construction phases. Stakeholders will be able to interact with the map by zooming into the map and turning on and off different layers of information including utility relocation, roadway construction, detours, construction progress photos and more.

The map will be maintained in real time throughout the construction and will include all things related to construction activities and progress. [Story Map Sample](#)



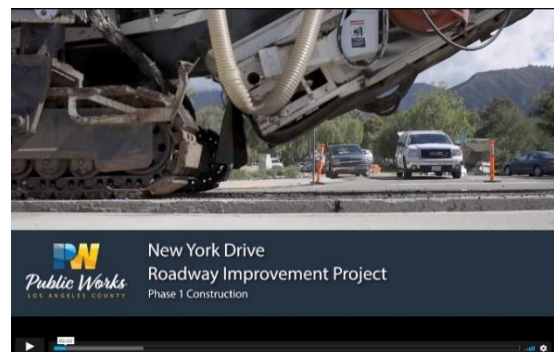
The McKinley Team will coordinate with RCTC and explore the possibility of creating the Story Map in collaboration with the City of Corona. This approach will provide the public with one central location to access construction information for both the McKinley Grade Separation Project and the I-15/SR-91 Express Lanes Connector.

Deliverables

- Develop and maintain Story Map

5.5 Visual Information (Photography and Videography)

AA will coordinate with the CM team on monthly photos to document the progress of the project. These photos will also be utilized on communication materials including newsletters, project webpage, social media and presentations. A project photo log can be made available on the project's website to document the construction progress.



A project video can also be created documenting the progress of construction and can be used to create an educational tool for stakeholders to better understand the construction elements. AA will incorporate video footage recorded by the CM team in the development of the educational video.

Task 6: Project Briefings

6.1 Elected Officials/Stakeholder and Business Briefings (up to 10)

AA will coordinate stakeholder briefings with City Council, key stakeholders and businesses near the project area at key project milestones. These briefings will provide the most up to date project information and will allow the team to stay ahead of any potential issues or challenges.

6.2 Emergency Responders Briefings (up to 4)

AA will help the City of Corona to conduct pre-construction briefings in advance of each construction phase, to emergency responders, public transit operators, school district transportation representatives, Freeway Service Patrol providers, and passenger rail representatives to inform them of the start of construction activity, major closures and detour routes.

Deliverables

- Support up to up to 14 briefings

Task 7: Construction Progress Meetings

Key AA staff will attend regularly scheduled construction progress meetings to stay abreast of upcoming work activity and to gather information to draft weekly closure alerts and construction notices. These meetings will ensure close coordination with the project team and provide a forum for regular updates about public comments and the status of public involvement and communication efforts.

Deliverables

- Attend construction meetings every other week

Task 8. Community Meetings (Up to 8 Meetings)

During the design phase, AA successfully conducted one virtual public meeting via Zoom. The purpose of the meeting was to provide an update of the project, respond to project questions and solicit feedback on the proposed bridge designs. AA is prepared to provide support to the City of Corona for the coordination of up to four public information meetings. The first meeting will be held in July 2021, prior to the start of project related construction. Quarterly update meeting will be held thereafter for the duration of the project. Four of the meetings will be in-person and the other four will be virtual meetings. The in-person meetings will be transmitted online. These meetings will provide information to motorists, residents, businesses, schools and other interested parties about what to expect during construction, the construction schedule, detour plans, ways to obtain information, and safety reminders. Support activities will include coordination of dates and times with the project team, organization of facility details

(including equipment and insurance, if applicable), planning task matrix, set-up and clean-up, bilingual staffing, photography, refreshments and preparation of meeting summaries.

Meeting Notification (English/Spanish)

AA proposes a variety of notification methods to inform and encourage meeting participation from stakeholders. The final selection of these methods will be identified in the POP and can include bilingual notices, direct mail, door-to-door notice distribution, eblast meeting announcements, social media campaigns and geo-targeted advertisements. Direct mail and door-to-door notification will target property owners, occupants and businesses located within a 500' buffer of the project. Geofencing will allow our team to reach people traveling through the corridor in addition to the people living along the project.

Addressing Today's Health Challenges - COVID-19

In addition to standard in-person outreach, AA has been recognized as an industry leader in our efforts to maximize public participation using digital and innovative online technological resources. Using our toolbox of virtual outreach methods, AA staff is well equipped to address communication challenges related to social distancing requirements brought on by COVID-19. AA is prepared to conduct all four meetings as online webinars, webcasts, or virtual meetings. AA is also prepared to utilize digital tools to share project information.

SOCIAL DISTANCING STRATEGY

AA is well equipped to address health concerns and regulations regarding in-person interactions. AA is ready to implement our toolbox of digital and virtual outreach methods to continue informing and engaging the public.

Deliverables

- Host four (4) virtual and four (4) in-person meetings (up to 8)
- Provide meeting logistics, notification and documentation for all meetings

Task 9. Helpline/Public Inquiry Response and Monitoring

AA will set-up, record, monitor and maintain a project helpline and email. The helpline will be forwarded to an AA team member, during business hours, to respond to public inquiries. If the team member is not able to answer the call, the caller will be directed to the helpline recording. The recording will include information, in English and Spanish, about the project, upcoming meetings or presentations, and applicable construction activity. AA will respond to public inquiries received via the helpline, email or in person, following protocol established by the CM team. AA will maintain a detailed communications log including all comments, inquiries and claims submitted to the outreach team. The log will be disseminated to the project team.

Deliverables

- Set-up, record, monitor and maintain the project helpline
- Assigned staff member to respond to calls in person during business hours
- Respond and record stakeholder inquiries/complaints

Task 10. Business Support Program

AA will develop a business support program to ensure businesses are apprised of the project and know what to expect during construction. Business support could include webpage development support, “open during construction” signage, monthly electronic newsletters featuring a business, digital coupon program, etc.

The AA team will proactively engage impacted businesses in advance of construction and address any concerns before they become issues. AA will also coordinate with the City’s Office of Economic Development to identify and leverage additional resources available to project area businesses.

Deliverables

- Ongoing business coordination and communication
- Monthly electronic newsletters

Task 11. Project Groundbreaking and Ribbon Cutting

AA will coordinate a groundbreaking ceremony and ribbon-cutting ceremony to mark the start and end of construction. Activities will include site logistics (in person or virtual), coordination with the City of Corona staff, equipment rentals, a program of events, décor, speaker talking points, refreshments, photography, videography and social media posts.

Deliverables

- Coordination of activities preparation of materials for groundbreaking
- Coordination of activities and preparation of materials for ribbon cutting

Task 12. Final Outreach Report

At the conclusion of the project, AA will prepare a report documenting the full public involvement and communication process. This report will summarize the outreach process, including all notification methods, online engagement tools and results. Additionally, an appendix including the project database, meeting notices, meeting summaries, sign-in sheets will be prepared.

Deliverables

- Draft and final outreach report

City of Corona
McKinley Grade Separation
Public Outreach
26 Months



Submitted: 03/2021

LABOR COSTS		Chester Britt Principal-In-Charge		Maria Yanez-Forgash Project Manager		Margaret Meadows Sr. Project Coordinator		Kyle Santiago Sr. Creative Coordinator		Project Coordinator		Asst. Project Coordinator		TOTAL	
*Rate:		\$ 292.63		\$ 146.32		\$ 117.05		\$ 112.18		\$ 85.35		\$ 65.84			
Task	Description	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1	Team Coordination and Administration	10	\$ 2,926.30	50	\$ 7,316.00	30	\$ 3,511.50	10	\$ 1,121.80	20	\$ 1,707.00	20	\$ 1,316.80	140	\$ 17,899.40
2	Public Participation Plan (POP)	1	\$ 292.63	4	\$ 585.28	8	\$ 936.40	-	\$ -	20	\$ 1,707.00	8	\$ 526.72	41	\$ 4,048.03
3	Stakeholder Database	-	\$ -	-	\$ -	8	\$ 936.40	-	\$ -	8	\$ 682.80	70	\$ 4,608.80	86	\$ 6,228.00
4	Key Messages/Project Branding	1	\$ 292.63	4	\$ 585.28	8	\$ 936.40	16	\$ 1,794.88	-	\$ -	-	\$ -	29	\$ 3,609.19
5	Communication Materials and Tools														
	5.1 Collateral Materials/Website Content	-	\$ -	10	\$ 1,463.20	20	\$ 2,341.00	30	\$ 3,365.40	60	\$ 5,121.00	30	\$ 1,975.20	150	\$ 14,265.80
	5.2 Project Information Newsletters/Bulletins (bi-monthly)	-	\$ -	16	\$ 2,341.12	24	\$ 2,809.20	10	\$ 1,121.80	40	\$ 3,414.00	-	\$ -	90	\$ 9,686.12
	5.3 Closure Alerts and Construction Notices	-	\$ -	20	\$ 2,926.40	40	\$ 4,682.00	20	\$ 2,243.60	80	\$ 6,828.00	40	\$ 2,633.60	200	\$ 19,313.60
	5.4 Digital Tools (Story Map and updates)	-	\$ -	15	\$ 2,194.80	30	\$ 3,511.50	20	\$ 2,243.60	80	\$ 6,828.00	20	\$ 1,316.80	165	\$ 16,094.70
	5.5 Visual Information (Photography coordination and Videography)	-	\$ -	8	\$ 1,170.56	16	\$ 1,872.80	-	\$ -	40	\$ 3,414.00	20	\$ 1,316.80	84	\$ 7,774.16
6	Project Briefings (Up to 14)	-	\$ -	8	\$ 1,170.56	60	\$ 7,023.00	-	\$ -	20	\$ 1,707.00	10	\$ 658.40	98	\$ 10,558.96
7	Construction Progress Meetings - bi-weekly	-	\$ -	4	\$ 585.28	26	\$ 3,043.30	-	\$ -	180	\$ 15,363.00	-	\$ -	210	\$ 18,991.58
8	Community Meetings (Up to 8)	-	\$ -	80	\$ 11,705.60	120	\$ 14,046.00	-	\$ -	150	\$ 12,802.50	240	\$ 15,801.60	590	\$ 54,355.70
9	Helpline/Public Inquiry Response and Monitoring	-	\$ -	4	\$ 585.28	12	\$ 1,404.60	-	\$ -	60	\$ 5,121.00	80	\$ 5,267.20	156	\$ 12,378.08
10	Business Support Program	-	\$ -	10	\$ 1,463.20	40	\$ 4,682.00	30	\$ 3,365.40	100	\$ 8,535.00	120	\$ 7,900.80	300	\$ 25,946.40
11	Project Groundbreaking and Ribbon Cutting	-	\$ -	35	\$ 5,121.20	75	\$ 8,778.75	30	\$ 3,365.40	120	\$ 10,242.00	120	\$ 7,900.80	380	\$ 35,408.15
12	Final Outreach Report	1	\$ 292.63	4	\$ 585.28	8	\$ 936.40	-	\$ -	16	\$ 1,365.60	8	\$ 526.72	37	\$ 3,706.63
LABOR SUBTOTAL		13	\$ 3,804.19	272	\$ 39,799.04	525	\$ 61,451.25	166	\$ 18,621.88	994	\$ 84,837.90	786	\$ 51,750.24	2,756	\$ 260,264.50
ESTIMATED DIRECT COSTS*															
	Mileage														\$ 500
	Parcel Data														\$ 900
	Printing & Postage (8 meetings, notices and alerts)														\$ 19,000
	Meeting Supplies (8 meetings)														\$ 500
	Meeting Facility Rentals (if applicable)														\$ 1,000
	Spanish Translation and Interpretation (8 meetings)														\$ 8,000
	Advertisements (print, digital, social)														\$ 10,000
	Walking-man (notice, alerts distribution)														\$ 8,000
	Street Banners														\$ 2,000
	Ceremonial Fee Incidentals Allowance (Sponsorships to be sought for primary budget)														\$ 3,000
SUB-TOTAL															\$ 52,900.00
TOTAL PROPOSED BUDGET															\$ 313,164.50

* To be billed at actual cost.