



619-291-0707  
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San Diego, CA 92110

SAN DIEGO ORANGE RIVERSIDE SACRAMENTO SAN LUIS OBISPO SANTA CLARITA PHOENIX TUCSON LAS VEGAS DENVER

October 17, 2024

Mr. Jeffrey J. Hitch, P.E.  
City Engineer  
City of Murrieta  
1 Town Square  
Murrieta, California 92562

SUBJECT: PROPOSAL FOR AS NEEDED SUPPLEMENTAL STAFFING TRAFFIC  
ENGINEERING SERVICES FOR THE CITY OF MURRIETA, CALIFORNIA  
(RICK JOB NUMBER 16750-F)

Dear Jeff:

Pursuant to your request, RICK is pleased to present a Scope of Services and associated Fee to provide professional engineering services for the subject project. This work consists of assisting the Engineering Department by providing staff one day a week at City Hall from January 1, 2025 through June 30, 2025, to prepare staff reports and work orders, attend meetings, attend and present at Traffic Commission, respond to resident concerns/inquiries, perform signal timing tasks, and to provide plan checking services.

Thank you for the opportunity to provide these services. Should you have any questions regarding this proposal, please feel free to contact me at (619) 291-0707. Thank you for requesting RICK to provide these services.

Sincerely,

RICK

A handwritten signature in blue ink that reads "Brian R. Stephenson".

Brian R. Stephenson, P.E., T.E., P.T.O.E.  
RCE No. 69471  
Associate Principal

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Enclosures

## **SCOPE OF WORK**

Provide Staff at City Hall one day a week from January 1, 2025 through June 30, 2025. Typical tasks to be performed include:

1. **Staff Reports**  
Assist the Director of Public Works/City Engineer by preparing staff reports for City Council, Planning Commission, and Public Safety and Traffic Commission meetings. Items to be prepared for staff reports may include signal warrant analysis, all way stop analysis, road closure analysis, traffic calming measures, signal timing analysis, and all backup data needed for the report.
2. **Meetings**  
Attend meetings as necessary for City Council, Planning Commission, Traffic Commission, Development Review Committee, School District, Police Department, developer/applicant meetings, and Project Design Meetings.
3. **Traffic Commission**  
Prepare staff reports for the monthly Traffic Commission meetings, and present the reports on action items and informational items to the Commission on a monthly basis.
4. **Work Orders**  
Prepare work orders for City of Murrieta maintenance staff. Typical work order items include sign installations, curb markings, and pavement markings/stripping.
5. **Resident Concerns/Inquiries**  
Respond to residents phone calls/emails requesting traffic analysis within their neighborhoods. Typical duties include analyzing locations for all way stops, additional signage, sight distance analysis, parking restrictions, and traffic calming measures.
6. **Signal Timing**  
Prepare signal timing sheets for new signal installations, and troubleshoot problems at existing signal locations. Make any timing adjustments deemed necessary.
7. **Plan Checking**  
Review and comment on any traffic signal plans, signing and striping plans, and traffic control plans that are not submitted as part of a separate development plan set, as requested by the City Engineer/Engineering Department.

## **FEE**

Our fee for the work to be performed for the As-Needed Traffic Engineering Services would be based on a fixed fee in the amount of sixty-eight thousand six hundred and forty-two dollars (\$68,642.00).

Any printing, title company fees, blueprinting and miscellaneous expenses are included within this agreement. Not included are any items not specifically referred to above.

Fees and expenses will be billed monthly as the work progresses and the net amount shall be due within thirty (30) days from the date of receipt of the invoice in the Client's office.