

**City of Visalia**  
**Shirk Street Widening and Mill Creek Crossing Project**  
**Scope of Work**

***Introduction***

Peters Engineering Group (Consultant) will provide the City of Visalia with engineering services for improvements to Shirk Street and the Mill Creek Ditch Crossing that will generally include roadway widening Hillsdale Avenue and School Avenue, construction of a box culvert within Mill Creek to allow for roadway widening, Army Corp of Engineers and California Department of Fish and Wildlife coordination and permitting, and associated services. Specifically, the Consultant's services will consist of the following:

***Basic Services***

This phase includes review and completion of preliminary engineering work prepared by others such as draft plans, specifications, utility coordination, geotechnical study, hydrology study, and permitting activities. It is assumed that the hydrology study and environmental documents are complete and will not require any change or modifications. Specific tasks are as follows:

***Task 1 – Project Management***

The City will serve as the Lead Agency and Project Manager when interacting the Caltrans and other outside agencies. Peters will serve as the project manager for the prime consultant and any sub-consultants. Peters shall be responsible for the consulting team's project management activities throughout the life of the contract including, but not limited to the following activities:

1. Project Administration in conformance with City of Visalia requirements.
2. Coordination and management of all sub-consultants.
3. Managing and updating the project schedule in coordination with the City of Visalia.
4. Scheduling meetings in coordination with City of Visalia staff.
5. Project coordination meetings (1 per month during the design period). Peters' project manager will represent the Peters consultant team, attend the meeting, and bring updates for each of the disciplines.
6. Meeting minutes of all meetings will be kept and distributed to appropriate personnel.
7. Peters will be responsible for timely responses to City staff questions/correspondence within two working days of the request from the City.
8. Quality Control (QC): Consultant shall implement and maintain quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones.

- a. Quality Control program shall be in effect for the duration of the contract.
  - b. Peters shall provide a QC review prior to each submittal.
  - c. Design and calculations shall be independently checked, corrected, and back-checked.
  - d. Conflicts and misalignments shall be corrected or identified for resolution.
  - e. Peters' QC person shall sign all draft & final plans and documents submitted to the City, in addition to the person responsible for preparing said plans and documents.
9. Prepare monthly progress reports and invoices to the City of Visalia.
  10. Assisting the City of Visalia by providing information to be submitted to Army Corp of Engineers, as needed.

Peters Engineering Group has internal accounting processes in place that aid project managers in monitoring cost expenditures versus deliverables and continuously monitors the budgets by task to avoid cost overruns. Any budget adjustments could be a direct result of a modification of the scope of services as requested by the City.

***Task 2 – Project Initiation***

Upon issuance of the Notice to Proceed, Peters shall schedule a kick-off meeting with the City of Visalia. Only Peters' Project Manager is required to attend the kick-off meeting, however Peters may invite other attendees as deemed necessary. This meeting will begin the official project initiation task and will help to bring all the parties to a mutual understanding. The project initiation task includes, but is not limited to the following items:

1. Schedule and attend the Project Kick-Off meeting.
2. Prepare agenda for Project Kick-off meeting.
3. Peters' design engineer must conduct a site visit prior to the kick-off meeting and assess the conditions involving the design of the project.
4. Develop a list of issues and questions and coordination items for the Project Kick-off meeting.
5. Peters shall identify all necessary improvements that are needed for a complete design.
6. Review and refine project schedule in compliance with agreed upon schedule from Consultant Contract Agreement.
7. Review and discuss City and Peters responsibilities, as needed to clarify any questions.
8. Review and discuss Scope and Budget as outlined in the Peters Contract Agreement.
9. Prepare and distribute meeting minutes.

***Task 3 – Topographic and Boundary Survey Review***

Peters will review and utilize the topographic and boundary survey as follows:

1. Review basis of bearings, coordinate datum, benchmark note, and vertical datum of other existing topographic mapping.
2. Review AutoCAD/Civil 3D drawing file of other existing topographic mapping, including overall quality of the mapping detail and the completeness of the 3D surface.
3. Translate, rotate and vertically adjust the other consultant topographic mapping to be consistent with Consultant's horizontal and vertical mapping datums.

If a new topographic field survey and preparation of topographic mapping is determined to be required, this work will be considered additional services.

***Task 4 – 60% Improvement Plans***

Under this task the Peters consulting team will review previous work and improvement plans prepared by others and through consultation with City staff, further develop the improvement plans to the 60% design level. This scope of work assumes that the South Mill Creek Culvert will be lengthened with an in-kind double barrel cast-in-place reinforced concrete box culvert by approximately 330-ft to the north along the existing South Mill Creek alignment. Assumed in-kind lengthening with a double barrel cast-in-place reinforced concrete box culvert approximately 330-ft long with warped concrete wing walls and trash rider.

Specifically, this task will include:

1. Schedule & attend a meeting to present the geometric approval drawing and preliminary design memorandum.
2. Review preliminary plans prepared by others and identify potential changes or modifications to the design. These suggested changes will be submitted to the City for review and discussion.
3. Peters team will update the previously prepared structural calculations and drawings for box culvert design to conform to the 2025 Caltrans Standard Specifications and the AASHTO LRFD Bridge Design Specifications 10th Edition with Caltrans Amendments
4. City and Peters shall review the findings of the preliminary design memorandum and geometric approval drawing.
5. Peters will update the quantities in accordance with Caltrans Standard Specifications and payment items. The Engineer's Estimate of Probable Construction Cost ("Marginal Estimate") for the project will be prepared using the most recent and relevant Caltrans Cost Data, Peters' cost data, as well as the City's cost data, if available.
6. Peters team will update the contract technical specification provisions for the project to conform with Caltrans 2025 Standard Specifications, Revised Standard Specifications, and Standard Special Provisions. Peters team will perform a structural load rating analysis of the

existing North Mill Creek Culvert in accordance with the AASHTO Manual for Bridge Evaluation. Calculations will be based on the as-built drawings and the findings of our field investigations. Vehicles to be used in these analyses include the AASHTO legal load vehicles in accordance with Caltrans load rating procedures.

7. Peters will review geotechnical recommendations and provide updated design pavement thickness quantities.
8. The preliminary plans will be further developed to the 60% level based on discussions and feedback from the City on potential modifications and changes identified by the Consultant. This would include an evaluation of the proposed cross slopes, gutter slopes, and sloping outside the pavement area.
9. Provide storm drain design consistent with City's already constructed pipeline in Shirk and connect to existing pipeline in Hillsdale.
10. The culvert design will be performed in general conformance with the following:
  - California Department of Transportation (Caltrans) Local Assistance Procedures Manual (LAPM) Chapter 11: Design Standards
  - Caltrans LAPM Chapter 12: Plans, Specifications, and Estimates
  - Caltrans 2025 Standard Plans & Specifications
  - Caltrans Bridge Design & Detailing Manuals
  - AASHTO LRFD Bridge Design Specifications 10th Edition with Caltrans Amendments

***Task 5– Army Corp of Engineers & California Department of Fish Wildlife Coordination***

The objective of this task is to obtain a Section 404 Permit from the U.S. Army Corps of Engineers (USACE) for the discharge of dredged or fill material into waters of the United States, in compliance with Section 404 of the Clean Water Act (CWA). Services will focus on federal permitting through the appropriate USACE District (e.g., Sacramento or San Francisco District, based on project location). Coordination will include pre-application consultations, application preparation, agency review, and permit issuance. This SOW assumes the project qualifies for an Individual Permit (IP) or expedited process such as a Letter of Permission (LOP) if impacts are minimal; General Permits (e.g., Nationwide Permits) will be evaluated as alternatives. This SOW also includes state-level permitting (e.g., California Department of Fish and Wildlife (CDFW) Section 1602 Agreement or Regional Water Quality Control Board certification under Section 401).

This task will include the following:

- Verify jurisdictional determination request to USACE to confirm if the creek qualifies as "waters of the U.S." (including wetlands delineation if applicable).

- Initiate pre-application consultation with USACE District Regulatory Branch, including site visit if requested.
- Identify and coordinate with co-applicant agencies (e.g., EPA for Section 401 certification, USFWS for endangered species consultation under Section 7 of the Endangered Species Act).
- Evaluate permit type suitability (e.g., IP, LOP, or Nationwide Permit) based on impact thresholds (e.g., <0.5 acres of fill for LOP eligibility).
- Prepare Section 404 permit application package per USACE ENG Form 4345, including:
  - Project description, location maps (USGS quad, coordinates), and engineering drawings (plan/profile views, cross-sections).
  - Alternatives analysis (demonstrating no practicable alternatives with lesser environmental impact).
  - Delineation of aquatic resources and impact calculations (e.g., using USACE-approved methodologies for linear impacts).
  - Mitigation and monitoring plan (e.g., compensatory mitigation via on-site restoration or mitigation bank credits, if impacts exceed avoidance thresholds).
  - Submit previously prepared hydraulic modeling (e.g., HEC-RAS) to assess flood risks and ensure no-practicable alternative compliance.
- Prepare CDFW permit application for state permit, including
  - Submit application to USACE and CDFW and track progress via their Regulatory Portal or email correspondence.
  - Respond to USACE & CDFW requests for additional information (RAI)
  - Facilitate interagency coordination, including 30-day review periods with EPA, USFWS, and NMFS.
  - Manage public notice process (if required for IP), including preparation of public notice documents and response to comments.
  - Attend coordination meetings or hearings as needed (up to 2 meetings).
  - Revise application based on comments to ensure compliance with 404(b)(1) Guidelines (e.g., no significant degradation of water quality).

- Review draft permit for conditions (e.g., best management practices, monitoring requirements).
- Negotiate permit terms with USACE and CDFW if needed (e.g., adaptive management for mitigation).
- Obtain final signed permits and distribute to Client and relevant parties.
- Prepare Nationwide Permit 14 Application, including:
  - Pre-construction Notification and accompanying documentation
  - Submit application for USACE for review
  - Make any necessary changes requested by USACE
- Prepare Water Quality Certification (WQC)
  - Submit application to Regional Water Quality Control Board (RWQCB)
  - Make any necessary changes requested by RQWCB
- Prepare Federally Listed Species “No Effect” Memorandum
- Conduct pedestrian survey under Section 106 of National Historic Preservation Act (NHPA) to identify any previously recorded cultural resources and to ascertain the status of any recorded sites noted in record searches, and summarize findings in a report following NHPA Section 106 standards

***Task 6 – Utility Coordination***

The Consultant will review utility coordination performed by others and will continue efforts in confirming and notifying utility agencies of conflicts or impacts to private utilities through the issuance of “B” (confirmation of facilities) and “C” (transmittal of final design) letters to affected companies.

***Task 7 – 100% PS&E / Construction Documents***

Based upon comments received on the 60% plans, 100% PS&E / Construction Documents will be prepared and will include:

1. The civil engineering design plan set shall provide sufficient detail to adequately direct all construction activities. After the plans are completed, the Consultant will be responsible for providing the City with all of the electronic CAD files and other associated files. The Final Plans will include the following:
  - a. Cover Sheet

- b. General Notes
  - c. Typical Section Plan(s)
  - d. Demolition Plan
  - e. Layout and Profile Plan(s)
  - f. Utility Plan
  - g. Pavement Delineation and Signage Plan(s)
  - h. Mill Creek Culvert Modification Structural Plans
  - i. Construction Detail(s)
2. Specifications: The City will provide the Consultant with standard template specifications. The Consultant will be responsible for coordinating with City staff, and updating the template, as needed for the specific project. At a minimum, the Consultant is expected to provide the project specific language for the following portions:
- Bid Item Descriptions for each bid item.
  - Technical Specifications if necessary to supplement the City Standard Specs.
  - Quantities and Bid Proposal Form
3. Engineer's Estimate of Probable Construction Cost
- a. The cost estimate will be used to develop the bid schedule for competitive bidding. The cost estimate must include but is not limited to a description of the items of work, unit amounts, quantities, unit prices, amounts, subtotals, contingencies, and a grand total.

### **Optional Services**

The following will be considered Optional Services and can be initiated at the mutual consent of both the Consultant and the City:

1. Complete Topographic and Boundary Survey
2. Bidding Services Assistance:
  - a. The City of Visalia will advertise and award the project. During the bidding process Peters will assist with the following
    - i. Attend pre-bid meeting with City (if required and if applicable)
    - ii. Assist the City in preparing responses to questions and requests for information (RFIs) that are technical and related to the design.

- iii. Support the City’s project manager by providing answers to questions and preparing documents for bid addenda, if required.
3. Construction Support Services:
- a. Peters will attend pre-construction meeting, review and respond to requests for information (RFIs), prepare field change drawings as necessary, and provide assistance during construction as requested. At the completion of construction, as-built drawings will be prepared, which will reflect contractor markups of any minor changes or deviations made in the field. The as-built drawings will be prepared in a format acceptable to the City.

**Preliminary Project Schedule**

The anticipated schedule would result in a set of improvement plans and specifications approximately six to nine months after authorization to proceed. The schedule below is based on the assumption that the City will promptly provide plan review comments during the different progress set submittals and when design direction or clarification is requested by the Consultant.

Milestone	Duration	Cumulative Duration	Approximate Start Date	Approximate End Date
City Council Approval	1 Day	1 Day	5/18/2026	5/18/2026
Project Management	Ongoing	Ongoing	6/8/2026	Ongoing
Project Initiation	1 Day	1 Week	6/8/2026	6/8/2026
Topographic Survey	2 weeks	2 weeks	6/8/2026	6/22/2026
Utility Coordination	Ongoing	Ongoing	6/8/2026	Ongoing
60% PS&E Submittal	8 weeks	10 weeks	6/22/2026	8/17/2026
City Review and Comment	4 weeks	14 weeks	8/17/2026	9/14/2026
Army Corps Coordination	36 weeks	38 weeks	6/22/2026	3/1/2027
90% PS&E Submittal	5 weeks	19 weeks	9/14/2026	10/19/2026
City Review and Comment	4 weeks	23 weeks	10/19/2026	11/16/2026
100% PS&E Submittal	3 weeks	30 weeks	1/4/2027	1/25/2027
City Review and Comment	2 weeks	32 weeks	1/25/2027	2/8/2027
Construction Documents	1 week	39 weeks	3/1/2027	3/8/2027

Note: The preliminary schedule is intended to conservatively estimate a six- to nine-month timeframe from City Council approval to Army Corps/CDFW sign off and bid-ready PS&E. The schedule is not exact and may be subject to change.

**Additional Services**

The following will be considered Additional Services and can be initiated at the mutual consent of both the Consultant and the City:

- 1. Right of Way Acquisition and/or Engineering Services

2. Modifications or changes to the Hydrology Study
3. Modifications or changes to the Geotechnical Report
4. Expansion of the project limits beyond that shown in the 50% Plans

**City Responsibility**

1. Compensate the consultant as provided in the contract agreement.
2. Existing preliminary engineering materials such as 50% plans, utility coordination documentation, geotechnical report, hydrology report, structural engineering calculations, and other materials, calculations and documentation associated with the preliminary design phase of this project.
3. The City will retain responsibility for all final consultation, both informal and formal, with State and Federal agencies regarding project mitigation and compensation proposals.
4. Provide a “City Representative”, who will represent the City and who will work with the consultant in carrying out the provisions of the RFP. The Consultant shall communicate with the City representative who will provide the following services:
  - a. Examine documents submitted to the City by the Consultant and render timely decisions pertaining thereto.
  - b. Give reasonably prompt consideration to all matters submitted by the Consultant for approval such that there will be no substantial delays in the Consultant's program of work.
  - c. Review and process invoices submitted by Consultant or request additional information needed to justify the current billing request to the satisfaction of Caltrans requirements.
  - d. The City will be the point of contact with Caltrans. All correspondence with Caltrans shall be issued by the City, in coordination with the Consultant.
  - e. Provide consultant with historic plans in all available formats (AutoCAD, .pdf, xcel, word, etc.) and other documents, if available and necessary for completion of Consultant’s work.
  - f. Act as coordinator between Consultant, other City representatives, and Caltrans.
  - g. Provide available City record improvement drawings as necessary for design.
  - h. Coordinate with Consultant to provide right-of-way plats & legal descriptions for the project.
  - i. Provide standard template of “specifications”.
  - j. Provide City GIS data upon consultant request and completion of disclaimer form.
  - k. Provide a copy of the Caltrans Field Review Form for the Project.
5. Any other work not specifically listed in this scope of work.

**City of Visalia  
Shirk Street Widening and Mill Creek Crossing Project  
Engineering Fee Proposal**

Task	Description	Person-Hours		Person-Hours			Guida	Cornerstone	Acorn	BSK	Other Direct Costs	Total
		Principal Engineer @ \$240 /hr	Senior Civil Engineer @ \$220 /hr	Staff Engineer @ \$195 /hr	Staff Engineer @ \$170 /hr	Clerical @ \$100 /hr						
<b>BASIC SERVICES</b>												
1	Project Management	60	118			24					\$240.00	\$43,000
2	Project Initiation	4	4	2		3					\$70.00	\$2,600
3	Topographic and Boundary Survey Review		2	8			\$5,800.00				\$200.00	\$8,000
4	60% Improvement Plans	24	52	60	140	27		\$27,500.00		\$2,500.00	\$500.00	\$85,900
5	USACE / CDFW Permitting	12	44	22	20	10			\$47,000.00		\$450.00	\$68,700
6	Utility Coordination		12	12	24	9					\$140.00	\$10,100
7	100% PS&E	32	70	120	96	18		\$19,800.00			\$300.00	\$84,700
		<b>132</b>	<b>302</b>	<b>224</b>	<b>280</b>	<b>91</b>				<b>Subtotal =</b>	<b>\$303,000</b>	
<b>OPTIONAL SERVICES</b>												
See Note 1	Topographic and Boundary Survey		4	8	8	1	\$19,800.00				\$80.00	\$23,780
	Bidding Assistance	2	20	4	12	4		\$6,300.00			\$150.00	\$14,550
	Construction Support	12	32	16	24	8		\$15,800.00			\$1,000.00	\$34,720
											<b>Subtotal =</b>	<b>\$73,050</b>

Note 1: This task is optional and includes performing a complete topographic field survey and preparing digital mapping