

August 18, 2025

Job No. 25-523

Jesus Velazquez  
**City of Hawthorne**  
Public Works Department  
4455 West 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2980

**RFP NO. 2025-01  
TOPOGRAPHIC SURVEY  
FOR CRENSHAW BOULEVARD SIGNAL  
IMPROVEMENT AND INTERSECTION PROJECT (21-04)**

**RE: Proposal for Mapping and Surveying Services  
Crenshaw Boulevard (from 116<sup>th</sup> St to 131<sup>st</sup> St)  
Hawthorne, CA 90250**

Dear Mr. Velazquez,

Please find enclosed a proposal for Mapping and Surveying services for Crenshaw Boulevard (from 116<sup>th</sup> St to 131<sup>st</sup> St) in Hawthorne, CA. I appreciate the opportunity to propose on this project and look forward to working with you and the City of Hawthorne.

We anticipate the topographic survey to be completed within 30 working days from the start date (to be provided).

Please contact me should you have any questions.

Sincerely,



Jake W. Lappert, PLS  
Project Manager

Attachment

**Scope of Services and Fees:**

Job No. 25-523

Page 1 of 3

August 18, 2025

**Project:            Proposal for Mapping and Surveying Services  
                         Crenshaw Boulevard (from 116<sup>th</sup> St to 131<sup>st</sup> St)**

**1.0 INTRODUCTION & SCOPE OF SERVICES**

This proposal is for mapping and surveying services for Crenshaw Boulevard (from 116<sup>th</sup> St to 131<sup>st</sup> St) in Hawthorne, CA. The following scope of services outline the anticipated tasks required for the successful completion of the project.

**GPS Control Network**

DRC Engineering, Inc. (DRC) will perform field survey utilizing GPS equipment to set control for the topographic survey which will be controlled horizontally with data from CORS and vertically with published Los Angeles County Benchmarks. All points collected will be based on the California Coordinate System (NAD 83 – Zone 5).

**Research**

DRC will obtain available record drawings, maps and digital files the City of Hawthorne, the County Los Angeles and other governing agencies for boundary information within or adjacent to the Project.

**Field Topographic Survey**

DRC will perform a field topographic survey to collect the following features on Crenshaw Boulevard (from 116<sup>th</sup> St to 131<sup>st</sup> St) up to 200 feet from the street curb returns:

- Curb-line, edge of gutter, edge of pavement, back of walk, street center-line, and street crown (if not coincident with the street centerline) at 50-foot intervals within the project limits
- Locate all driveways, ramps, power and traffic signal facilities with their respective service and controller cabinets
- Locate all underground vaults and utility pullboxes (surface visible only), manholes, storm drain catch basins including local depressions and all utility valves
- At each intersection, back of walk, top of curb, and flow-lines will be located at 10-foot intervals beginning at each BCR and ending at each ECR. Thereafter, topography will be collected at the required 50-foot interval.

DRC will provide traffic control in compliance with the California adapted Manual on Uniform Traffic Control Devices.

**Scope of Services and Fees:**

August 18, 2025

Job No. 25-523

Page 2 of 3

**CAD Base Drawing**

DRC will provide all of the collected topographic information in a Microstation V8i CAD file, identifying each item on a separate layer. A comma or space delimited point text file can also be provided.

DRC will maintain, at our sole expense, the following insurance coverage:

1. Automobile Liability, Including owned, non-owned and hired vehicles, with at least the following limits of liability:
  - a. Primary Bodily Injury with limits of at least \$1,000,000 per person, \$2,000,000 per occurrence; and
  - b. Primary Property Damage of at least \$1,000,000 per occurrence; or
  - c. Combined single limits of \$2,000,000 per occurrence
2. General Liability including coverage for premises, products and completed operations, independent contractors, personal injury and contractual obligations with combined single limits of coverage of at least \$2,000,000 per occurrence.

**2.0 FEE SCHEDULE**

The scope of services outlined in Section 1.0 will be completed for a fixed fee as indicated below. The total, plus any fees for reimbursable expenses and authorized additional services is the contract amount.

<b>Task</b>	<b>Fixed Fee</b>
GPS Control Network	\$8,000
Research	\$1,200
Field Topographic Survey	\$46,300
CAD Base Drawing	<u>\$3,500</u>
<b>Total</b>	<b>\$59,000</b>

**3.0 SCHEDULE OF HOURLY BILLING RATES**

Vice President	\$200.00/Hour
Project Manager	\$190.00/Hour
Project Engineer / Surveyor	\$180.00/Hour
Design Engineer	\$170.00/Hour
CADD Drafter	\$155.00/Hour
Engineering Aide / Administration	\$135.00/Hour
2-Man Survey Crew	\$265.00/Hour
2-Man Survey Crew (Prevailing Wage)	\$305.00/Hour

**Scope of Services and Fees:**

August 18, 2025

Job No. 25-523

Page 3 of 3

**4.0 CONTRACT PROVISIONS**

**1:** It is DRC Engineering Inc.'s (DRC) policy to meet all schedule requirements while maintaining a competent and professional level of service. In return, it is expected that all invoices will be paid in a timely manner. It is agreed and understood that all invoices will be considered delinquent sixty (60) days after invoice date.

**2:** Client shall pay the cost, plus 10%, for any applicable application and governmental fees, title company charges, well monuments, outside vendor reproduction costs, in-house reproduction cost, and delivery or messenger services incurred on client's behalf. If requested, we will provide a computer printout, which details these costs. We do not typically provide any additional back up for these generally nominal expenses as part of our fee.

**3:** Miscellaneous fees shall be billed monthly as they are incurred. Invoices shall be considered due and payable upon presentation.

**4:** In the event this agreement is breached, terminated, or canceled, or if Additional Services are required, then client shall pay DRC per the foregoing hourly rates for work completed.

**5:** The above Schedule of Hourly Billing Rates is for straight time only. In the case of overtime, the rate charged will be 1-1/2 times the hourly rates shown.

**6:** The fee stated herein does not include any sales or use tax. In the event that a sales and/or use tax is imposed by local, state, or federal authority, upon the services rendered hereunder, such sales and/or use tax shall be in addition to said fee herein, and shall be the full responsibility of the Client.

**7:** This proposal may be considered as effective for six (6) months from the date of this letter. If the project is not completed within one (1) year after the scheduled start date (due to no fault of DRC), additional reimbursement may be required. If required, such additional reimbursement would be subject to negotiation and mutual agreement between both parties.

**8:** The client agrees to limit DRC's liability to the client and to all contractors and subcontractors on the project, to damages based on proven professional negligent acts, errors or omissions on the part of DRC only.

We are prepared to begin work on this project upon receipt of authorization.

**Accepted by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**City of Hawthorne** **Date:** \_\_\_\_\_