

January 7, 2020

Ms. Maryann Ustick, City Manager  
City of Gallup  
110 W. Aztec  
Gallup, NM 87301

**RE: Proposal for Engineering Services – Preliminary Engineering Report (PER) for Burke Dr. Improvements, Utah Cir. to Aztec Dr.**

Dear Ms. Ustick:

This Proposal is prepared pursuant to your request of Mr. Terry O. Brown, P.E., for engineering services on the referenced project. Following is our proposed scope of services and fee for the project.

**Project Limits**

Segment I – Utah Cir. north return to Hill Ave. south return  
Segment II – Hill Ave. south return to Aztec Ave. south return

**Project Description**

Burke Dr. exhibits several potential deficiencies including:

1. Sidewalk – discontinuous along the length of the roadway, deficient in width or slope, material degradation, obstructions, accessibility (ADA) inadequacies at driveways and intersections.
2. Curb and Gutter – inconsistent profile, material degradation.
3. Speeds – concerns have been expressed regarding excessive speeds along the corridor.
4. Parking – conflicts exist within Segment II.

**Scope of Services – Preliminary Evaluation Report (PER)**

*A. Data Collection.* The following items will be requested for use in the development of the PER.

1. Mapping data. Request available topographic maps, right-of-way or parcel maps, utility maps, and as-built plans of the corridor. Aerial mapping from public domain sources such as the Rio Grande Information Systems (RGIS) may be retrieved for use in the evaluation.
2. Reports. Request pertinent reports from other projects in the area, such as master drainage plans or pavement condition ratings, for use in documenting existing conditions.
3. Construction bid tabulations. Request recent City bid tabulations for use in refining estimated unit bid prices.

*B. Inventory of Existing Conditions.* The Engineer will initiate site reconnaissance as follows.

1. Field Review. In conjunction with City staff and with aerial mapping, conduct field verification review and inventory of deficiencies marking limits of defective infrastructure, obstructions, potential retaining walls, driveways, etc.
2. Traffic Count. Conduct a 24-hour volume count to evaluate existing traffic.

3. Speed study. Conduct a spot speed study to measure free-flow speeds relative to the posted speed limit.
4. Safety Evaluation. Request crash data from the NMDOT Records Bureau to evaluate possible recurring crash patterns.
5. Pavement Samples (Optional, Not Included). At the City's request, a geotechnical engineer will be enlisted to obtain pavement core samples within the corridor to evaluate existing pavement conditions, identify extents of pavement deficiencies, and provide recommendations for pavement rehabilitation.

*C. Report and Recommendations.* The Engineer will prepare a draft report for City review and consideration with the following major elements.

1. Corridor plan –
  - a. develop conceptual corridor plan in graphic format
  - b. identify deficient infrastructure for removal and replacement
  - c. depict ADA-compliant access measures (ramps, bypass, driveway profile revisions, etc.)
  - d. traffic calming – based on speed, crash record, roadway geometry, and observations, develop a conceptual plan showing proposed measures such as speed humps, traffic tables, chicanes, etc.
  - e. illustrate extents of potential retaining walls
  - f. *Optional*: provide pavement recommendations.
2. Parking conflicts – for Segment II, identify conflicts and limitations and recommend potential revisions to reduce encroachments
3. Compute estimate of probable construction cost for each segment
4. Prepare report with recommendations and supporting documentation for City review. Staff comments will be incorporated and the report finalized for advancement to design.

**Exclusions**

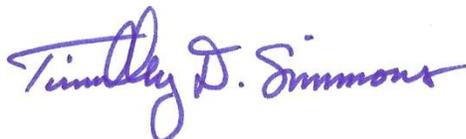
1. Topographic survey and mapping
2. Geotechnical services

**Fee for PER Services**

The proposed fee is \$12,600.00 plus New Mexico Gross Receipts Tax (NMGR).

Should you have any further questions, please do not hesitate to contact me. Thank you for considering CTI to help meet your planning and engineering needs.

Sincerely,



Timothy D. Simmons, PE, PTOE  
President and Principal Engineer

Copy: Stanley Henderson, City Engineer  
Terry O. Brown, P.E., PTOE