



CITY OF RIALTO

SOLE SOURCE/STANDARDIZATION VENDOR REQUEST

VENDOR: Scheevel Engineering

ADDRESS: P.O. Box 18629, Anaheim, CA 92817

REQUISITION NUMBER: _____

- ☒ **Standardization:** The City requires the item(s) to standardize parts, design quality, etc. (explain in more detail below).
- ☐ **Sole Source:** No other items are known to exist which perform the same function.
- ☐ **Proprietary:** The item is held under exclusive title, trademark or copyright by a private person or company; or a proprietary distributorship.

1. Describe the product/service:

Refer to attachment 1 (attached)

2. Describe how the product or service is unique and/or one of a kind:

Refer to attachment 1 (attached)

3. Is the product or service available from other sources?

No. Refer to attachment 1 (attached)

4. Can your requirements be modified so that competitive products or services may be used?
Please explain:

No. Refer to attachment 1 (attached)

5. Submit a detailed memo explaining the steps taken to determine this is a sole source vendor and justify the need.

Refer to attachment 1 (attached)

Requestor Signature: _____

Date: 11/06/2025

Approvals:

Department Head

City Manager

Chief Finance Officer

Purchasing Manager

City of Rialto

Standardization Form_Attachment 1

Vendor: Scheevel Engineering

1. Describe the product/service:

Professional services to develop an Operations & Maintenance (O&M) manual, provide regulatory technical support, and conduct onsite flow and water quality testing for the Rialto Habitat Nature Center Project.

2. Describe how the product is unique:

The requested work will require technical operations and maintenance analyses to seek approval from the Department of Fish and Wildlife for the required Long-Term Maintenance Agreement (LTMA) and Section 1600 Streambed Alteration Agreement for the Rialto Habitat Nature Center Project.

3. Is the product available from other sources?

No, because the requested work is specific to the project requirements and involves downstream sensitive habitat discussions with regulatory agencies.

4. Can requirements be modified:

No, as this work is directly related to permits required by the Department of Fish and Wildlife.

5. Justification:

Scheevel Engineering's expertise and extensive experience in the engineering, construction, and maintenance of groundwater recharge facilities and habitat restoration projects are directly applicable to the technical, regulatory, and operational needs of the Rialto Habitat Nature Center Project. Scheevel has been integrally involved in the project's prior design phases, including preparation of preliminary operations, maintenance, and supporting technical analyses. Scheevel's experience is unique to the development of the O&M Manual and helping the project seek approval of the required Long-Term Maintenance Agreement (LTMA) with the Department of Fish and Wildlife. For these reasons, Scheevel Engineering is uniquely qualified to perform the required services.

October 30, 2025

City of Rialto
Attn: Ms. Tanya Williams, City Manager
150 S Palm Avenue
Rialto, CA 92376



RE: Professional Engineering Consulting Services Proposal:
Rialto Habitat Nature Center Project Development Assistance

Dear Ms. Williams,

Scheevel Engineering is pleased to present this proposal to the City of Rialto for professional engineering consulting services to assist with the development of the Rialto Habitat Nature Center Project (Project). Scheevel will advance the development of the current draft outline of the O&M manual to a preliminary draft, which will include the requisite analysis, and drafting of relevant sections, required to obtain the long-term maintenance agreement (LTMA) associated with the project. Scheevel will also provide additional analysis and support to further the development of the Project as described below in the Scope of Work. Scheevel Engineering provides a wide variety of consulting and field services unique to water resource projects. These services include pilot field testing, field data collection, survey, streamflow measurements, sediment transport field data collection and analysis, hydraulic analysis, 1D, 2D and 3D hydraulic modeling, preliminary design, final design, construction management, environmental planning and design, permitting support, extension of staff, construction support and O&M planning, training and optimization services for water resource projects.

Scheevel Engineering has prepared this proposal to provide the City of Rialto with professional consulting services for the Project. The specialized services offered by Scheevel Engineering will include the tasks outlined below in Table 1: Scope of Work.

Table 1: Scope of Work

Scope Item Description	
1)	Meetings & Coordination a. Meetings – Attend meetings as requested by the City of Rialto to review data, coordinate with stakeholders, review plan comments & questions, collect data, provide design updates and discuss project issues. Meetings may include, but will not be limited to, office meetings, field meetings, stakeholder meetings and meetings with regulatory/permitting agencies. b. Coordination – Includes time to share data, communicate and discuss ideas and issues related to the Project with staff and project stakeholders. Includes time for emails and phone calls as needed.
2)	Operation & Maintenance Planning a. O&M Plan Outline Development – Advance and refine the current draft O&M plan outline to include additional requirements and sections specific to the LTMA (related 1600 permit requirements) for initial filing and the long-term operation and maintenance of the lake. Coordinate with project stakeholders and other consultants working on the project to incorporate comments and topics related to

- the O&M plan. Update the draft O&M plan outline and submit for review and comments.
- b. O&M Evaluation – Perform analysis and develop a final plan for initial lake startup, commissioning and performance testing, de-watering, water quality benefits optimization and regular operation. Evaluate flow routing, phased operations/pumping, filling and draining scenarios, emergency operational scenarios, contingency plans, level and flow scenarios, maintenance requirements, performance monitoring procedures and inspection protocols. Analyze and quantify maintenance activities and periods including personnel resource demands, equipment types, durations, scheduling and identification of potential impacts. Identify measures to avoid or reduce impacts and optimize operations. Quantify frequency of maintenance for structures, vegetation and lake systems. Identify lake systems and bio-monitoring locations and protocols. Develop pro-active plans-of-action and response plans for lake and downstream conditions. Develop performance monitoring criteria and feedback to revise/optimize O&M procedures.
 - c. Flow & Water Quality Analysis – Perform advanced analysis and planning to optimize water quality benefits from the lake discharge into Rialto Channel. Perform long-term 3D CFD simulation (with stakeholder input). Perform blending analysis and lake discharge optimization analysis to realize maximum benefits from the lake. Incorporate relevant results/outcomes from the analysis into the O&M plan. Evaluate and plan lake operations in conjunction with future IEUA deliveries and potential future 1211 reductions. Collect field data (temp, DO, pH, TDS) to support WQ blending analysis (assumes data collection 2 times per month for 6 months).
 - d. O&M Plan Draft – Incorporate information and results from above tasks into a preliminary operation and maintenance manual. The focus of the O&M manual will be to meet requirements for the long LTMA, but will also include details related to the current design status of the overall RHNC. Develop a draft grant reporting outline and a bio monitoring reporting outline. Provide the draft O&M manual and reporting outlines in electronic format for review and comment. Receive and address comments on the drafts and update the manual and reporting outlines accordingly. All submittals will be in electronic format.

Upon your review of the above scope of work please let me know if you would like any additions or subtractions. Scheevel Engineering provides its services at an hourly rate of \$300.00. Travel time is free of charge and no additional fees or charges apply unless approved by the City of Rialto. Sub-consultant fees (if any) will be invoiced at-cost with no markup. The fee associated with the above scope of work equals **\$136,150.00 one-hundred thirty-six thousand and one hundred fifty dollars**). A breakdown of the fees associated with the proposed scope of work is illustrated in Table 2: Schedule of Fees. Scope items listed in Table 2 without an hour value or without an hourly rate value are provided as lump sum items.

Table 2: Schedule of Fees

Scope Item Description	Hours	Rate	Lump Sum	Fee
Scope Items				
1) Meetings & Coordination	34			\$ 10,200
a. Meetings	12	\$300/hr		\$ 3,600
b. Coordination	22	\$300/hr		\$ 6,600
2) Operation & Maintenance Planning	404			\$ 125,950
a. O&M Plan Outline Development	22	\$300/hr		\$ 6,600
b. O&M Evaluation	130	\$300/hr		\$ 39,000
c. Flow & Water Quality Analysis	168	\$300/hr	\$ 4,750	\$ 55,150
d. O&M Plan Draft	84	\$300/hr		\$ 25,200
Total	438			\$ 136,150

This proposal is valid for 30 days. Scheevel Engineering is prepared to start work on the project immediately and can modify the scope, proposed fees and schedule to meet the City of Rialto's needs. Thank you for the opportunity to provide professional consulting services to the City of Rialto.

Sincerely,
Scheevel Engineering



Nate Scheevel, P.E.
President/Principal

For City Council Meeting November 25, 2025

TO: Honorable Mayor and City Council

FROM: Tanya Williams, City Manager

..Title

Request City Council/Rialto Utility Authority Board to: (1) Approve the Seventh Amendment to the Professional Services Agreement (PSA) with Dopudja & Wells Consulting for Additional Interim and Technical Support Services in an amount not-to-exceed \$647,365; (2) Approve a Professional Services Agreement with Scheevel Engineering for the Rialto Habitat and Nature Center Project in an amount not-to-exceed \$136,150; and (3) Authorize the City Manager or Designee to execute all related documents. **(ACTION)**

..Body

RECOMMENDATION

Staff recommends that the City Council/Rialto Utility Authority Board:

1. Approve the Seventh Amendment to the Professional Services Agreement with Dopudja & Wells Consulting for Additional Interim and Technical Support Services in an amount not-to-exceed \$647,365;
2. Approve a Professional Services Agreement with Scheevel Engineering for Rialto Habitat and Nature Center Project Development Assistance in an amount not-to-exceed \$136,150; and
3. Authorize the City Manager or Designee to execute all related documents.

BACKGROUND

Since 2021, Dopudja & Wells Consulting has provided professional consulting services to the City/RUA, developing a comprehensive understanding of the City's utility systems, regulatory obligations, and the complexities of the Concession Agreement. Given the complexity and historical context of the work performed, maintaining their services ensures seamless continuity, preserves valuable institutional expertise, and supports the City's ongoing efforts to optimize utility performance and compliance.

In March 2025, the City Council/Rialto Utilities Authority approved the Sixth Amendment to the Dopudja & Wells contract, authorizing support for as-needed services and interim utilities director support.

The City continues to utilize Dopudja & Wells to bridge staffing gaps and support technical projects, including the Rialto Habitat and Nature Center (RHNC) and Cactus Basin recharge coordination. On October 30, 2025, the Water Subcommittee reviewed the Seventh Amendment proposal and provided feedback to move forward with presenting to the City Council/Rialto Utility Authority for approval.

ANALYSIS/DISCUSSION

The Seventh Amendment to the Dopudja & Wells PSA extends consulting support through February 2026 and adjusts scope and budget to reflect the direct contracting of one subconsultant, Scheevel Engineering, with the City.

The Dopudja & Wells Consulting – Seventh Amendment proposal dated October 1, 2025 includes four key tasks:

1. Additional Interim Staffing Support – Continued reduced-level interim management and analytical assistance to the Utilities Department through February 2026, led by Stephen Dopudja and Jason Pivovarov, with financial support from John Rossi.
2. Cactus Basin Recharge Coordination – Multi-agency coordination among the San Bernardino Valley Water District, West Valley Water District, Fontana Union Water District, City of Colton, County of San Bernardino, and Emhart Industries to develop a framework for groundwater recharge at Cactus Basin.
3. RHNC Preliminary O&M Manual Support – Dopudja & Wells will continue limited coordination assistance as Scheevel Engineering assumes direct contract responsibility for the technical modeling and manual preparation.
4. Project Management and Administration – Budget oversight, coordination, and invoice processing for City-assigned tasks.

The total costs for Seventh Amendment services are \$647,365. The proposed Task 1 through 4 fees and anticipated schedules are shown in Table 1 below:

Table 1 - Fees for Services			
Task	Description	Amount (\$)	Estimated Schedule (Months)
1	Additional Interim Staffing Related to the Utility Department	\$502,110	6
2	Cactus Basin Recharge Coordination	\$57,440	TBD. Per SBVMWD
3	RHNC Preliminary O&M Manual	\$50,115	6-9 months
4	Project Management and Administration	\$37,700	6
	Total	\$647,365	

The **Scheevel Engineering** proposal dated October 30, 2025 is a direct contract with the City to advance the Rialto Habitat Nature Center (RHNC) Operations and Maintenance Manual to a preliminary draft and to perform additional hydraulic and water-quality modeling in support of the long-term maintenance agreement.

Tasks include:

1. Stakeholder and agency coordination meetings.
2. Development of a refined O&M plan outline and evaluation of lake operations, maintenance requirements, and performance monitoring criteria.

3. Flow and water-quality modeling to optimize lake discharge and water quality benefits.
4. Preparation of a draft O&M manual and reporting outlines for review and comment.

Scheevel's proposal establishes a not-to-exceed fee of \$136,150, with no markup for travel or subconsultants, and hourly billing at \$300/hr.

Scope and fees are shown in Table 2 below:

Table 2: Schedule of Fees

Scope Item Description	Hours	Rate	Lump Sum	Fee
Scope Items				
1) Meetings & Coordination	34			\$ 10,200
a. Meetings	12	\$300/hr		\$ 3,600
b. Coordination	22	\$300/hr		\$ 6,600
2) Operation & Maintenance Planning	404			\$ 125,950
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c. Flow & Water Quality Analysis	168	\$300/hr	\$ 4,750	\$ 55,150
d. O&M Plan Draft	84	\$300/hr		\$ 25,200
Total	438			\$ 136,150

The combined City commitment for both consultant agreements totals \$783,515 (\$647,365 + \$136,150).

ENVIRONMENTAL IMPACT

The is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY

Approval of the proposed action also complies with the following City of Rialto Guiding Principles, General Plan Goals and Policies: *"Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business."*

Approval of this action also complies with the City of Rialto General Plan Goal and Policy:

Goal 3-6: Require that all developed areas within Rialto are adequately served with essential public services and infrastructure.

Policy 3-8.4: Advocate regular evaluation of the entire water supply and distribution system to ensure its continued adequacy, reliability, and safety.

LEGAL REVIEW

The City Attorney's Office has reviewed the agreement and amendment and approved them as to form.

FINANCIAL IMPACTS

Operating Budget Impact

The proposed Dopudja and Wells amendment will increase the contract amount by \$647,365 for a total not-to-exceed amount of \$5,006,928. The Proposed contract agreement with Scheveel Engineering is for a not-to-exceed amount of \$136,150.

Total overall funding of \$783,515 will require an appropriation in:

- 1) FUND 680 Wastewater Contract Services, Account No. 56807860-52011 for \$510,151; and
- 2) FUND 680 Water Contract Services, Account No. 56807960-52011 for \$ 273,364

Capital Improvement Budget Impact

There is no impact on the Capital Improvement Budget.

Licensing

Both Dopudja & Wells Consulting and Scheevel Engineering maintain current City of Rialto business licenses.

ATTACHMENTS

1. Proposal – Scheevel Engineering Professional Services Agreement – 10/30/2025
2. Conflict of Interest Disclosure_Scheevel Engineering
3. Standardization Form_Scheevel Engineering
4. Proposal – Dopudja & Wells Consulting Seventh Amendment - 10/1/2025
5. Conflict of Interest Disclosure_Dopudja & Wells
6. Dopudja & Wells Consulting Sixth Amendment
7. Dopudja & Wells Consulting Fifth Amendment
8. Dopudja & Wells Consulting Fourth Amendment
9. Dopudja & Wells Consulting Third Amendment
10. Dopudja & Wells Consulting Second Amendment
11. Dopudja & Wells Consulting First Amendment
12. Dopudja & Wells Consulting Professional Services Agreement
13. Resolution
14. RUA Resolution

