



**Harris & Associates®**

November 1, 2024

Art Cervantes  
Engineering Manager  
Capital Improvement Program  
City of Rialto  
335 W Rialto Avenue  
Rialto, CA 92376

## **PROPOSAL FOR BIRDSALL PARK IMPROVEMENTS CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

Dear Mr. Cervantes:

Per your request, and in accordance with the Professional Services Agreement, Contract #1210635000, Harris & Associates (Harris) is proposing to provide construction management and inspection services for the City of Rialto (City) Birdsall Park Improvements Project.

### **PROJECT UNDERSTANDING**

The City's Public Works-Engineering Department seeks Construction Management and Inspection services for the duration of the project's 160 working days. The project includes complete demolition of the existing concession/office/restroom building at Birdsall Park and installation of a new prefabricated concession/office/restrooms building. Harris has retained subconsultant SPECS Engineering Group to perform construction management, inspection, material testing, and public relations services as outlined in the scope of services.

The following outlines the proposed scope of services and estimated fee to deliver the Birdsall Park Improvements Project.

### **SCOPE OF SERVICES**

#### **TASK 1 – Construction Management**

##### **1.1 Pre-Construction and Construction Services (Resident Engineer/Construction Manager):**

- Quality Assurance Plan: Develop a comprehensive Quality Assurance Plan including:
  - Uniform Quality Assurance Procedures
  - Project Start-Up Procedures
  - Project Organization (Roles and Responsibilities)
  - Risk Register
  - Communication Plan
  - Project-Specific Safety Plan
- Bid Evaluation Support:
  - Assist in pre-bid conference and bid evaluation.
- Construction Award Package Preparation:
  - Review bids, verify contractor credentials, prepare City Council report, and compare bids to the Engineer's estimate.

- Contract Administration:
  - Provide project instructions, maintain record-keeping, and regularly coordinate with the City Project Manager.
- Issue Resolution:
  - Resolve conflicts between plans, specifications, and site conditions. Recommend necessary changes or change orders.
- Meetings:
  - Conduct preconstruction, progress, and field meetings.
- Management of RFIs and Submittals:
  - Manage responses to RFIs, submittals, change requests, and pay applications.
- Punch List:
  - Coordinate punch-list items with the contractor.
- Communication:
  - Communicate regularly with the City Project Manager on project status.

### **1.2 Inspection Services:**

- Site Inspections:
  - Review and inspect contractor’s work for safety, traffic control, quality, and compliance with environmental and regulatory conditions.
  - Ensure contractor’s adherence to contract specifications and plans.
- Daily Record Keeping:
  - Maintain and provide daily contract records, including photographs, documenting site conditions and operations.
- Quantity and Quality Verification:
  - Perform quantity measurements and calculations for completed work.
- Meetings and Communication:
  - Attend necessary meetings and communicate daily with the Construction Manager regarding project status.

### **1.3 Office Engineering & Public Relations:**

- Document Control:
  - Manage and organize project documents, submittals, and RFIs.
  - Track contractor payments, change orders, and contract compliance.
- Community Outreach Plan:
  - Develop and implement a community outreach strategy:
    - Tailored communication for the affected community.
    - Stakeholder engagement through construction notices and resident updates.
    - Regular updates via website and email notifications.
    - Establish feedback mechanisms for residents.

## **TASK 2 – Construction Support**

### **2.1 Material Testing:**

- Project Coordination and Management:
  - Oversee the coordination of testing requirements and activities.
- Pre-Construction Meetings:
  - Attend meetings to define material testing needs and schedules.
- Field Technician Services:
  - Provide field technicians to perform on-site material testing as required.
- Laboratory Testing:
  - Conduct lab tests on materials to ensure they meet project specifications.
- Daily Reporting:
  - Prepare daily reports on material testing results and activities.

**2.2 CPM Scheduler:**

- Schedule Adherence:
  - Review contractor’s adherence to the CPM schedule.
  - Track project progress and ensure alignment with planned timelines.

**Task 4 – Program & Project Management**

Program and Project Management Services (by Harris) include: Overseeing project coordination, providing general consultation with the City and related stakeholders, overall On-Call contract management, coordination with the City, subconsultants, and other stakeholders, performing scope management, cost and budget management, schedule management, overseeing subconsultants, as-needed internal progress meetings, administrative duties (i.e. correspondence, invoicing, etc.) and other miscellaneous activities required to execute this task.

**PROPOSED FEES**

**Fee – Time and Materials, Not to Exceed Cost.**

The following are a summary of the not-to-exceed fee to provide the previously detailed scope. A detailed Fee Chart is included on a separate page for your information and use in evaluating this proposal and shows the hourly breakdown of all of the major tasks. In accordance with the Professional Services Agreement, Contract #1210635000, all subconsultant charges are subject to a 10% markup.

<b>TASK 1 – Construction Management.....</b>	<b>\$349,621</b>
<b>TASK 2 – Construction Support .....</b>	<b>\$16,764</b>
<b>TASK 3 – Program &amp; Project Management.....</b>	<b>\$8,008</b>
<b>TOTAL.....</b>	<b>\$374,393</b>

We thank you for this opportunity and look forward to advancing your project to its successful completion. If you have any questions or concerns regarding this proposal, please feel free to contact us at your convenience.

Sincerely,  
**Harris & Associates, Inc.**



**Mark Nassar, PE**  
Vice President, Program Management  
(619) 200-6442 ■ Mark.Nassar@WeAreHarris.com



**Steve Lindsay, PE**  
Program Manager  
(619) 929-4507 ■ Steve.Lindsay@WeAreHarris.com

Attachments: (1) Fee Breakdown  
(2) Subconsultant Proposal

Cc: Amparo Corona

## CITY OF RIALTO

## BIRDSALL PARK IMPROVEMENTS CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

## TASK / HOUR BREAKDOWN

November 1, 2024



TASK NO.	Work Task or Item Description	PROGRAM MANAGER		Subconsultant			GRAND TOTAL FEE
		Steve Lindsay		SEG	10% Sub Markup	TOTAL SUB FEES	
		\$308					
		HOURS	FEE				
<b>TASK 1 - CONSTRUCTION MANAGEMENT</b>							
1.1	Resident Engineer/Construction Manager	0	\$0	\$195,024	\$19,502	\$214,526	\$214,526
1.2	Deputy Inspector 1	0	\$0	\$92,933	\$9,293	\$102,227	\$102,227
1.3	Office Engineer & Public Relations	0	\$0	\$29,880	\$2,988	\$32,868	\$32,868
	<b>Sub Total - Phase 1</b>	<b>0</b>	<b>\$0</b>	<b>\$317,837</b>	<b>\$31,784</b>	<b>\$349,621</b>	<b>\$349,621</b>
<b>TASK 2 - CONSTRUCTION SUPPORT</b>							
2.1	Material Testing	0	\$0	\$9,000	\$900	\$9,900	\$9,900
2.2	CPM Scheduler	0	\$0	\$6,240	\$624	\$6,864	\$6,864
	<b>Sub Total - Phase 2</b>	<b>0</b>	<b>\$0</b>	<b>\$15,240</b>	<b>\$1,524</b>	<b>\$16,764</b>	<b>\$16,764</b>
<b>TASK 3 - PROGRAM AND PROJECT MANAGEMENT</b>							
3.1	Program & Project Management	26	\$8,008	\$0	\$0	\$0	\$8,008
	<b>Sub Total - Phase 3</b>	<b>26</b>	<b>\$8,008</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,008</b>
<b>TOTAL HOURS AND BUDGETS</b>							
	<b>Total</b>	<b>26</b>	<b>\$8,008</b>	<b>\$333,077</b>	<b>\$33,308</b>	<b>\$366,385</b>	<b>\$374,393</b>



# Cost Proposal for The City of **Rialto**

## Birdsall Park Improvement Project

Construction Management, Inspection, Material Testing and  
Public Relations Services for City Project No. 210304



**SPECS ENGINEERING GROUP**  
— RAISING THE BAR IN CIVIL AND STRUCTURE —





City of Rialto,

SPECS Engineering Group (SEG) is pleased to offer our Construction Management, Inspection, Public Relations Services, and Materials Testing for Birdsall Park Improvement Project. At SEG, we aim to deliver top-tier professionals with the necessary qualifications, experience, and commitment to effectively handle this task order and this is where our team truly excels.

Our core expertise lies in providing consulting services for buildings and infrastructure projects to public agencies throughout California. We have a proven track record of delivering highly qualified personnel promptly for Construction Management, Inspection, Public Relations and Materials Testing Services contracts with various local government and transportation agencies. Our experience and reputation underscore key attributes that we consistently contribute to our contracts, leading to project excellence, skilled staff, and reliable service delivery every time.

- Commitment of our Resident Engineer/Project Manager, Jose Burbano, PE who is fully dedicated to ensuring the project's success, but also finds innovative ways to streamline operations and save costs where necessary. The RE communicates directly with the Contractor and reports to the City regarding the progress of the project. The CM team provides information as requested by the City for the local community and other agencies as directed by the City. This consists of a written report detailing the construction schedule, budgetary status, public relations, etc.... Our staff is responsible for the day-to-day communication with the Contractor and represents the City at the project site. We proactively resolve project issues that impede progress, coordinating with the City's Design Consultant, responding to RFI's and reviews and coordinates approval of submittals, coordination local stakeholders as well as our subconsultant Ninyo & Moore for material testing tasks. This ensures that the Contractor is complying with the contract documents. If necessary, our staff can represent the City in presentations at public events on behalf of the City. The CM team is supported by Omar Lopez as proposed assistant resident engineers/deputy inspector who has previously assisted in City of Rialto with the Alder Interchange projects and multiple Public Works projects. Anthony Rojas and Jessica Barragan, as the proposed Office engineers and Public Notification Liaison's who have managed multiple contracts here with the City of Rialto.
- With our proven track record, Mr. Burbano is by far the most responsive PM/RE on similar contracts and has a proven track record of punctuality with invoicing and submitting progress reports.
- Strong relationship with local government agencies by exceeding expectations on past and current engagements.

At SEG, credentials, commitment, and reputation of the firm are important, and selecting our team for any project is just as important. Therefore, our individual key team members have been selected carefully for this project based on their level of expertise, reputation for quality of work, and understanding of the contract.

#### **Scope of the work:**

##### *Pre-Construction Services*

Upon receipt of Notice to Proceed from the City of Rialto, we will initiate a comprehensive quality assurance plan tailored to the project's specific needs and constraints. This plan will encompass:

1. Uniform Quality Assurance Procedures: Establishing standardized procedures to ensure consistency and reliability throughout the project.
2. Project Start-Up Procedures: Outlining steps to mobilize resources and initiate project activities effectively.
3. Project Organization: Defining the project structure, including key personnel and their roles.
4. Roles and Responsibilities: Clearly delineating the responsibilities of each team member to promote accountability.
5. Risk Register: Identifying potential risks and developing mitigation strategies to minimize their impact.
6. Communication Plan: Establishing lines of communication to ensure timely and effective information flow among all stakeholders.
7. Project-Specific Safety Plan: Developing safety protocols to safeguard the project team and ensure compliance with safety regulations.





## *Bid Evaluation Support*

SPECS Engineering will support the City of Rialto during the bid evaluation process by:

- Pre-Bid Conference Assistance: Facilitating a pre-bid conference if necessary, addressing any questions from bidders to ensure clarity.
- Comprehensive Bid Evaluation: Analyzing received bids, comparing submitted unit prices against the Engineer's estimate, and identifying the lowest responsible and responsive bidder for recommendation.

## *Construction Award Package Preparation*

In preparing the construction award package, we will:

- Review Bids for Responsiveness and Responsibility: Ensuring that contractor bids are complete, with accurate summation of all bid items.
- Verification of Credentials: Checking the contractor's State license, insurances, bonding, and previous work references to confirm their eligibility.
- Preparation of Staff Report: Assisting in drafting a detailed report for the City Council, outlining our findings and recommending the award of the construction contract, and performing a complete evaluation of the bids received to compare versus the Engineers estimate.

By following these structured processes, we will ensure that the project adheres to the highest standards of quality and safety while facilitating a transparent and efficient bidding and awarding to the lowest responsible/responsive bidder.

## *Contract Administration Procedures*

To ensure efficient contract administration and record-keeping during construction, SPECS Engineering will implement the following procedures, which align with Local Assistance Procedures Manual & Caltrans standards while accommodating the City's specific requirements:

### 1. Project Instructions Overview

- Purpose: To provide clear guidance and expectations for all stakeholders involved in the project.
- Scope: Instructions will cover project management, quality assurance, safety protocols, communication, and reporting requirements.

### 2. Contract Administration Procedures

- Modification of Procedures: We will adapt our general record-keeping process, which is based on Caltrans' 63 file categories, to meet the City's internal contract administration procedures.
- Compliance: Ensure all processes remain compliant with the Caltrans Local Assistance Manual while integrating City-specific requirements.

### 3. Record-Keeping Procedures

- File Categories: Maintain organized documentation across the following categories:
  - Contract Documents: Include contracts, amendments, and addenda.
  - Bid Documents: Store all bids received and evaluation records.
  - Progress Reports: Document daily and weekly progress, including issues encountered and resolutions.
  - Change Orders: Record all change orders with justifications and approvals.
  - Safety Records: Maintain safety meeting minutes, incident reports, and training records.
  - Inspection Reports: File inspection logs and compliance reports.
  - Financial Records: Track payments, invoices and contractors progress payment.

### 4. Coordination with City Project Manager

- Regular Meetings: Schedule periodic meetings with the City Project Manager to review ongoing procedures, address any concerns, and ensure alignment.
- Approval Process: Submit all modified procedures and record-keeping templates to the City Project Manager for review and approval prior to implementation.





## 5. Training and Implementation

**Staff Training:** Conduct training sessions for project team members on the established procedures to ensure understanding and adherence.

**Documentation Tools:** Utilize project management software and tools for efficient tracking and organization of records.

By implementing these structured project instructions and contract administration procedures, SPECS aims to facilitate seamless communication, effective project management, and comprehensive record-keeping that meets both Caltrans and City standards.

### *During Construction*

SPECS will manage the contractor by providing ...

#### *Material Testing and Inspection Services*

SPECS Engineering will partner with Ninyo & Moore to provide comprehensive Material Testing and Inspection services for the project.

Below is a detailed outline of the scope of services to ensure quality and compliance throughout the construction process.

##### 1. Project Coordination and Management

- o Technical Support: Review project geotechnical reports, plans, and specifications to ensure compliance with design standards.
- o Work Scheduling: Coordinate testing schedules and distribute test data to relevant stakeholders.

##### 2. Pre-Construction Meetings

- o Attendance: Participate in pre-construction and field meetings as requested to align all parties on project expectations and requirements.

##### 3. Field Technician Services

- o Subgrade Preparation and Aggregate Base Testing:
  - Provide observation and sampling during subgrade preparation.
  - Conduct field density tests to evaluate the Contractor's compaction efforts on aggregate base placement.
- o Concrete Testing:
  - ACI Field Technician services will include:
    - Observation, sampling, and testing of concrete.
    - Verification of mix design, monitoring elapsed time, temperature, slump, and fabrication of compressive strength samples.

##### 4. Laboratory Testing

- o Conduct laboratory tests on various materials, including but not limited to:
  - Proctor density, sieve analysis, and sand equivalent tests for subgrade, trench backfill, and aggregate bases.
  - Hveem stability, unit weight, percent asphalt content, and additional sieve analysis for asphalt concrete materials.
  - Compressive strength testing on concrete samples collected in the field.

##### 5. Daily Reporting

- o Prepare and submit daily reports and test data sheets documenting all items inspected, test results, and any observations made during the testing process.

By utilizing Ninyo & Moore's Caltrans certified personnel and equipment, ensures that all materials and construction methods meet the highest standards of quality and compliance. This comprehensive approach to material testing and inspection will support the successful execution of the project, contributing to the construction of a durable and effective parking lot area, complete with necessary ADA improvements and sustainable features.







### *Public Relations Plan for the Birdsall Improvements Project*

The SPECS Engineering Outreach team is eager to support the City of Rialto in the Birdsall Improvements project, leveraging our extensive experience and commitment to effective community engagement. Led by Jessica Barragan and Raylene Lindsey, our approach will ensure clear communication and positive relationships with all stakeholders.

Key Elements of the Public Relations Plan:

#### 1. Community Outreach Strategy

- o Tailored Communication: Develop outreach materials in English, Spanish, and any additional languages required by the City to effectively reach diverse community members.
- o Direct Stakeholder Engagement: Establish strong relationships with impacted residents and stakeholders through personalized communication efforts.
- o Providing construction notices and informational handouts to the public, keeping all informed.

#### 2. Proactive Engagement Activities

- o Weekly Contractor Meetings: Attend weekly meetings with the contractor to stay informed about upcoming work and operational events, enabling timely communication with the community, and establishing a working relationship to assure both client and contractor needs are met and informed.
- o Regular Updates: Provide weekly and monthly public relations notices to local residents, ensuring they are kept informed about project developments.

#### 3. Information Dissemination

- o Website Updates: Regularly update the City website with project information, timelines, and important announcements to maintain transparency.
- o Email Notifications: Utilize email blasts to share project updates and notifications with residents, ensuring they receive timely information directly in their inboxes.
- o Visual Engagement: Incorporate drone footage and visuals to highlight project progress and milestones, making updates more engaging for the community.

#### 4. Timeframe Considerations

- o 140-Day Project Duration: Plan and implement outreach activities to align with the project's 140-day timeframe, ensuring continuous communication and engagement throughout the duration of the project.

#### 5. Feedback Mechanisms

- o Community Feedback: Create channels for residents to provide feedback and ask questions, fostering a two-way dialogue that helps address concerns and enhances community relations.

With a focus on tailored communication and proactive outreach, the SPECS Engineering Outreach team is dedicated to fostering positive relations with the City of Rialto's diverse community throughout the Birdsall Improvements project. Our commitment to transparency and engagement will ensure that all stakeholders are well-informed and actively involved in the process, contributing to the overall success of the project.

We thank the City of Rialto for taking the time to review our qualifications and pledge the commitment of our CM team. I am authorized to commit SPECS Engineering Group to the City of Rialto's contract. I look forward to discussing our services in person and continuing our role as a trusted consultant for the City of Rialto's Construction Management and Inspections Team. As SEG's main point of contact, you can reach me at 626.497.8124 or via email at [jose.burbano@specsengr.com](mailto:jose.burbano@specsengr.com)

SPECS Engineering Group

135 S. State College Blvd.  
Suite 200, Brea, CA, 92821



[www.specsengr.com](http://www.specsengr.com)

626.497.8124



**BIRDSALL PARK IMPROVEMENT PROJECT - Construction Management Support Services for City Project No: 210304**

Scope of Services: Resident Engineering, Inspection, Public Outreach and Material Testing

SPECS ENGINEERING GROUP

November 1, 2024

Project Assignment	Phase				Total Hours	Rate Non Prev Wage	Rate Prevailing Wage	Rate Prev Wage OT	Total Cost
	TASK 1	TASK 2	TASK 3	Task 4					
	Project Setup Preconstruction Construction			Post- Const					
<b>A: PRIME</b>									
Resident Engineer/ Construcion Manager			660	20	680	\$ 286.80			\$ 195,024.00
Deputy Inspector 1			490		490	\$ 189.66			\$ 92,933.40
Office Engineer / Public Relations			200		200	\$ 149.40			\$ 29,880.00
					-				\$ -
					-				\$ -
					-				\$ -
<b>A: Subtotal PRIME Construction Management</b>									<b>\$ 317,837.40</b>
<b>B: CONSTRUCTION SUPPORT</b>									
Material Testing			-		-				\$ 9,000.00
CPM Scheduler	16	16			32	\$ 195.00			\$ 6,240.00
					-				\$ -
					-				\$ -
<b>B: Subtotal Construction Management Support:</b>									<b>\$ 15,240.00</b>
<b>C: OTHER</b>									
<b>C: Subtotal OTHER</b>									<b>\$ -</b>
<b>A + B + C: Total Construction Management Costs:</b>									<b>\$ 333,077</b>
<b>D: SPECIALTY SERVICES (OPTIONAL)</b>									
<b>A + B + C + D: Total Construction Management Costs</b>									<b>\$ 333,077</b>

**Notes and Assumptions:**

Project Construction Cost is estimated to be \$1,800,000

Construction duration is estimated at 160 working days, with preconstruction, post construction / close out

Overtime and weekend work is not included. Overtime work to be pre-authorized by City Project Manager.

Project Setup consist of; but not limited to, PR website, office setup, project field measurements & photos, documentation existing conditions, scheduling, drone footage, etc.

CM team will support Public Outreach effort; however based on City request, a dedicated public outreach manager is assigned on a part-time as-needed basis.