



Cost Proposal for
The City of **Rialto**
FRISBIE MIDDLE SCHOOL
SAFE ROUTES TO SCHOOL IMPROVEMENTS
PROJECT PHASE I

City Project No. 240804
January 27, 2026



January 27, 2026

Subject: COST PROPOSAL FOR FRISBIE MIDDLE SCHOOL SAFE ROUTES TO SCHOOL PROJECT PHASE 1 IMPROVEMENTS PROJECT NO. 240804

Construction Management, Inspection, Contract Administration, Material Testing and Public Relations Services

City of Rialto,

SPECS Engineering Group (SEG) is pleased to offer our COST PROPOSAL for Construction Management, Inspection, Public Relations Services, and Materials Testing for City project 240804. 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 strength is delivering consulting services for building and infrastructure projects to public agencies across California. We have a proven history of providing highly qualified personnel—efficiently and reliably—for Construction Management, Inspection, Public Relations, and Materials Testing Services contracts with local municipalities, government and transportation agencies. Our experience and reputation reflect the consistent value we bring to every engagement, leading to project excellence, skilled staff, and dependable service delivery.

- Commitment of our Resident Engineer/Project Manager/Construction Manager, who is fully dedicated to delivering the project's success but also finds innovative ways to alleviate 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, monthly progress calculations & payments, budgetary status, public relations, to name a few.

SEG 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, *if necessary*, responding to RFI's and reviews and coordinating approval of submittals, coordinating with 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 an assistant resident engineers/construction inspector who has previously assisted in City of Rialto and multiple Public Works projects. Other staff augmentation is an Office engineer/Inspector/Public relations / Notification Liaisons who have managed multiple contracts here with the City of Rialto.

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 WORK:

The Project will require coordination with residents and Frisbie Middle School. SPECS will be assisting with continuous traffic control and access to all stakeholders. The project is to be constructed for a construction contract duration of 30 working days. Our proposed inspection team will support public-relations coordination for driveway and access needs. We have assigned personnel with prior experience working with Frisbie Middle School and nearby residents, ensuring a seamless continuation of those relationships. Drone footage will be provided to document pre- and post-construction conditions.

Pre-Administrative 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.
8. **Review of RE/CM pending files:** receive technical reports from the City and/or designer to identify any potential challenges or discrepancies associated to project specifics.

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 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.

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.

PRE-CONSTRUCTION

Constructability Review: The SEG team will carefully review the project plans and specifications to ensure a thorough understanding of the project scope.

Pre-Construction Meeting: Before construction begins, the SEG team will organize and facilitate a pre-construction meeting. SEG will develop a comprehensive agenda to cover key topics, including the project timeline, safety protocols, and any specific concerns. To ensure thorough preparation, we will identify local stakeholders and gather input from all parties regarding issues they feel should be addressed.

Submittal Review: As we prepare to begin construction, our CM will verify that all submittals are approved and ready to go which includes traffic control, updated estimates and shop drawings.

Schedule Review: SPECS Engineering Group will review and approve the contractor's CPM schedule, in accordance with the City's delegation of authority.

Traffic Control: Our team will review the Traffic Control plan ensuring the continuous and safe movement of traffic through the project.

Labor Compliance: The Resident Engineer and support staff will ensure adherence to contract labor requirements through early surveillance and proactive monitoring, ensuring compliance throughout the project duration.

RFI Coordination: SPECS Engineering Group will receive, process, track, and document project Requests for Information (RFI) along with their responses.

DURING CONSTRUCTION

SPECS will manage the contractor by providing **Quality Assurance for the contract:**

Review and Documentation: The SEG team will designate our inspectors to review plans, contracts, permits, and specifications thoroughly.

Document Control: SEG will maintain a comprehensive document control system throughout construction to support the CM team in managing ongoing changes and coordination efforts; hence will remain fully informed and able to navigate all project requirements.

Field Monitoring and Observations: The team will have a field investigation by conducting an initial walkthrough to familiarizing with the site and surroundings. Daily observations will be conducted with inspectors monitoring the construction activities and verifying compliance with plans and safety requirements.

Coordination and Communication: The SPECS inspectors will set a consistent time each day to meet with the contractor and review the work plan, expected tasks and any concerns.

Progress & Quality Control: Our inspector and engineers will meet with the contractor each morning to discuss planned activities and log the project progress.

Reports and Quantities: SEG inspectors capture all quantities and field measurements throughout every item of work per the Engineers bid list. A comprehensive quantity calculation will be prepared on form CEM-4801 to support comparison against the contractor's monthly progress. These quantities will be updated daily to track bid items and identify any unforeseen changes to the contract.

Drone, Photo & Video recording: SEG will provide photo records and pre-construction video/photos and drone footage when required by the contract.

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
 - Technical Support: Review project geotechnical reports, plans, and specifications to ensure compliance with design standards.
 - Work Scheduling: Coordinate testing schedules and distribute test data to relevant stakeholders.
2. Pre-Construction Meetings
 - Attendance: Participate in pre-construction and field meetings as requested to align all parties on project expectations and requirements.
3. Field Technician Services
 - 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.
 - 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

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.
 - 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 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, it 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.

POST CONSTRUCTION

Final Inspection and Punch List: As a project nears completion, SPECS Engineering Group will conduct a walkthrough to identify and document any outstanding work required by the contract documents. An itemized punch list with its corresponding log will be created and provided to the Contractor for resolution and tracking purposes. Once the Contractor has addressed all the items on the punch list, a final walkthrough will be scheduled. If the City is satisfied that all issues have been resolved, the Contractor will receive a letter of acceptance, and final payment will be authorized.

Redlines and As-Builts: SEG will keep a full-size set of plans for the purpose of creating as-built plans will be updated to accurately reflect the constructed elements, including any authorized modifications made by the design engineer and adjustments resulting from approved change orders.

Drone footage: SEG has included within the cost to provide drone footage (after construction).

OTHER INCLUDED SERVICES:

Public Relations Plan for the Project: The SPECS Engineering Outreach team will support the project, leveraging our extensive experience and commitment to effective community engagement. Led by our PR team, our approach will ensure clear communication and positive relationships with all stakeholders.

Key Elements of the Public Relations Plan:

1. Community Outreach Strategy
 - Tailored Communication: Develop outreach materials in English, Spanish, and any additional languages required by the City to effectively reach diverse community members.
 - Direct Stakeholder Engagement: Establish strong relationships with impacted residents and stakeholders through personalized communication efforts.
 - Providing construction notices and informational handouts to the public, keeping all informed.
2. Proactive Engagement Activities
 - 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.
 - Regular Updates: Provide weekly and monthly public relations notices to residents, ensuring they are kept informed about project developments.
3. Information Dissemination
 - Website Updates: Regularly update the City website with project information, timelines, and important announcements to maintain transparency.
 - Email Notifications: Utilize email blasts to share project updates and notifications with residents, ensuring they receive timely information directly in their inboxes.

- Visual Engagement: Incorporate drone footage and visuals to highlight project progress and milestones, making updates more engaging for the community.
4. Timeframe Considerations
 - Project Duration: Plan and implement outreach activities to align with the project's timeframe, ensuring continuous communication and engagement throughout the duration of the project.
 5. Feedback
 - Community Feedback: Create channels for residents to provide feedback and ask questions, creates 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 implementing positive relations with the City of Rialto's diverse community throughout the 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's contract. I look forward to discussing our services in person and continuing our role as a trusted consultant for the City's Full CM Team. As SEG's main point of contact, you can reach me at **626.497.8124** or via email at jose.burbano@specsengr.com.

Sincerely,



Jose Burbano, PE
SPECS Engineering Group
3 Pointe Drive, Suite 212, Brea CA 92821



SPECS Engineering Group Inc
SCOPE OF SERVICES : Construction Management, Inspection, Materials Testing Services and Public Relations
FRISBIE MIDDLE SCHOOL SAFE ROUTES TO SCHOOL PROJECT PHASE 1 IMPROVEMENTS
PROJECT NO. 240804

January 27, 2026

Project Assignment	Phase		Total Hours	Rate Non Prev Wage	Rate Prevailing Wage	Rate Prev Wage OT	Total Cost
	Task 1 - 3	Task 4 & 5					
	Project Setup, Preconstruction, Submittal Review	CM & Inspection + close-out					
A: PRIME							
Senior Construction Manager / Senior Project Manager	80	32	112	\$ 228.00			\$ 25,536.00
Assistant RE / Inspector	40	204	244	\$ 159.00	\$ 174.47		\$ 38,796.00
Office Engineer / Public Relations / Inspector	30	40	70	\$ 144.06	\$ 158.00		\$ 11,060.00
			-				\$ -
			-				\$ -
			-				\$ -
A: Subtotal PRIME Construction Management							\$ 75,392.00
B: CONSTRUCTION SUPPORT							
Material Testing			-				\$ 4,496.00
			-				\$ -
			-				\$ -
			-				\$ -
B: Subtotal Construction Management Support:							\$ 4,496.00
C: OTHER							
C: Subtotal OTHER							\$ -
A + B + C: Total Construction Management Costs:							\$ 79,888.00
D: SPECIALTY SERVICES (OPTIONAL)							
A + B + C + D: Total Construction Management Costs							\$ 79,888.00

Notes and Assumptions:

Construction duration of 30 working days with major coordination of residents and local schools.
 Inspection team will assist with public relations coordination for driveways and access, SPECS Engineering assigned staff has previously assisted and coordinated with Frisbie Middle School, local residents and will continue with seamless working relationship. Drone footage is included for before and after videos.
 Prevailing wage shall be paid to inspectors while performing prevailing wage work.
 Overtime and weekend work is not included. Overtime work to be pre-authorized by City Project Manager.



SPECS ENGINEERING GROUP

4375 E. LOWELL ST, STE D
ONTARIO, CA 91761

