

PROPOSAL - Development Support for Public Works - 11-30-2017.pdf

PROPOSAL - CIP Support for Public Works - 12-14-2017.pdf

PROPOSAL - GIS Public Works Support - 11-28-2017.pdf



November 30, 2017

Robert Eisenbeisz, P.E.
Public Works Director / City Engineer
Public Works Department
City of Rialto
355 West Rialto Avenue
Rialto, CA 92376

Dear Mr. Eisenbeisz:

Thank you for the opportunity to assist the City of Rialto's Public Works Department on your previous projects and to provide this proposal for providing program management support to the following three development projects currently within the Public Works Department – Engineering Division.

DEVELOPMENT PROJECT – LOGISTICS CENTER III

Work includes reviewing and providing red-line comments on proposed off-site specifications prepared by the developer to ensure that off-site improvements comply with current Public Works Specifications, reviewing final specifications for release for bid by the developer, attendance at the bid opening and review of costs from bid process in order to ensure that costs are consistent and within expected Engineer's Estimates for the proposed work.

DEVELOPMENT PROJECT – RENAISSANCE EAST / CRACKERBARREL

Work includes reviewing and providing red-line comments on proposed off-site specifications prepared by the developer to ensure that off-site improvements comply with current Public Works Specifications, reviewing final specifications for release for bid by the developer, attendance at the bid opening and review of costs from bid process in order to ensure that costs are consistent and within expected Engineer's Estimates for the proposed work.

DEVELOPMENT PROJECT – OLTMAN PROJECT SITE, LINDEN AND RENAISSANCE PARKWAY

Work includes reviewing and providing red-line comments on proposed off-site specifications prepared by the developer to ensure that off-site improvements comply with current Public Works Specifications, reviewing final specifications for release for bid by the developer, attendance at the bid opening and review of costs from bid process in order to ensure that costs are consistent and within expected Engineer's Estimates for the proposed work.

SCHEDULE

We estimate that this work will be completed within 60-days from the date of this proposal, subject to approval by the City Council.

COST ESTIMATES

The following table provide the cost estimates for the above projects. We are proposing time and mileage effort for each project; our proposal includes both labor and mileage. Additional work may be requested if necessary subject to a revised proposal.

COST ESTIMATE – DEVELOPMENT PROJECT – LOGISTICS CENTER III

Logistic Center III (PPD 2400)	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE		\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	14	\$ 117.88	\$ 1,650.25
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	14		\$ 1,650.25
Mileage (At IRS Published Rates)		\$ 0.535	\$ -
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 1,650.25

COST ESTIMATE – DEVELOPMENT PROJECT – RENAISSANCE EAST

Renaissance East / Crackerbarrel Off site improvements	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE		\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	16	\$ 117.88	\$ 1,886.00
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	16		\$ 1,886.00
Mileage (At IRS Published Rates)	60	\$ 0.535	\$ 32.10
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 1,918.10

COST ESTIMATE – DEVELOPMENT PROJECT – OLTMAN OFFSITE IMPROVEMENTS

Former Proficiency Site - Oltman's Offsite Improvements	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE		\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	16	\$ 117.88	\$ 1,886.08
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	16		\$ 1,886.08
Mileage (At IRS Published Rates)	75	\$ 0.535	\$ 40.13
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 1,926.21

The total cost for support to these three projects is \$5494.56. This effort will be billed monthly and due and payable 30 days after submission of an approved invoice.

We appreciate this opportunity to provide this support to your City, and look forward to working closely with you.

Respectfully,



Lynn Merrill
President

Approved _____

ROBERT EISENBEISZ, Public Works Director/City Engineer.

City of Rialto, Public Works Department

Date: _____



December 14, 2017

Robert Eisenbeisz, P.E.
 Public Works Director / City Engineer
 Public Works Department
 City of Rialto
 355 West Rialto Avenue
 Rialto, CA 92376

Dear Mr. Eisenbeisz:

Thank you for the opportunity to assist the City of Rialto's Public Works Department on your previous projects and to provide this proposal for providing program management support to the following seven Capital Improvement projects currently within the Public Works Department – Engineering Division.

CAPITAL IMPROVEMENT – ANNOUNCER’S BOOTH

Work under this effort included revision of the specifications, conduct new bid process, award contract and provide contract administration and various support. The following schedule of effort, number of hours and costs are shown in the tables below:

TASK	HOURS
Prepare Staff Report - Reject all bids	4
Revise specifications to include additional work	16
Internal Review of bid specifications	6
Finalize bid specifications	4
Issue Notice inviting bid and arrange for advertisement on Planet Bid	3
Mandatory pre-bid meeting	4
Bid opening	2
Review bid documents and perform due diligence	10
Status and update reports	4
Meeting with lowest bidder - conduct value engineering	6
Review budgets and prepare draft amendments	3
Prepare staff report for award	1
Attend Council meeting for award	3
NOTICE TO PROCEED	1
PRE CONSTRUCTION MEETING	2
CONTRACT DOCUMENTS AND INSURANCE EXECUTION	2
CONSTRUCTION - 60 Days - START	
COMPLETION OF CONSTRUCTION - 60 days - END	4
CONTRACT CLOSE OUT	4
STAFF REPORT - NOTICE OF COMPLETION	1
TOTAL	80

COST ESTIMATE – ANNOUNCER’S BOOTH

FY16-17 Roof Replacement	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE		\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	80	\$ 117.88	\$ 9,430.00
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	80		\$ 9,430.00
Mileage (At IRS Published Rates)	100	\$ 0.535	\$ 53.50
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 9,483.50

CAPITAL IMPROVEMENT – FY16-17 ROOF REPLACEMENT

Project is approximately 90% complete and anticipate roof contractor completing all work by no later than December 31, 2017 weather permitting. Pending items meet and inspect the work, review and file certified payroll into project file and complete the Notice of Completion Staff Report and provide project updates to weekly meetings. The following hours have been expended through 12-31-2017.

COST ESTIMATE – FY16-17 ROOF REPLACEMENT

FY16-17 Roof Replacement	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE		\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	80	\$ 117.88	\$ 9,430.00
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	80		\$ 9,430.00
Mileage (At IRS Published Rates)	100	\$ 0.535	\$ 53.50
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 9,483.50

CAPITAL IMPROVEMENT – BUD BENDER PARK LIGHTING

Work consists of project coordination and management including revisions to funding sources. Remaining task items are: complete specifications, advertise project, pre-bid meeting, Bid Opening, Award project to contractor Staff Report and Notice of Completion Staff Report. The following schedule of effort, number of hours and costs are shown in the tables below:

TASK	HOURS
INITIAL SITE REVIEW	1.5
SECURE QUOTES FROM GEOTECHNICAL AND ELECTRICAL ON-CALL CONSULTANTS FOR DESIGN WORK	1
AUTHORIZE GEOTECHNICAL AND ELECTRICAL DESIGN WORK	0.5
SECURE QUOTE AND TIMELINE FOR LIGHTING POLES	0.5
RECEIVE ELECTRICAL DESIGN AND GEOTECHNICAL REPORTS AND REVIEW	3
PREPARE DRAFT SPECIFICATIONS FOR INTERNAL REVIEW	12
PERFORM BUILDING AND SAFETY PLAN CHECK SCOPE AND INTIAL REVIEW	2
REVISE SPECIFICATIONS AND REVIEW	4
PLAN AND SPECIFICATION FOR REVIEW AND AUTHORIZATION	3
PREPARE NOTICE INVITING BID	1
STAFF REPORT - AUTHORIZATION OF BID.	1
AUTHORIZATION TO RELEASE BID - COUNCIL MEETING	4
PLACE ORDER FOR LIGHTING POLES - Estimate 85 days to delivery	2
NOTICE INVITING BID - RELEASE	0.5
MANDATORY JOB WALK	2
QUESTIONS and RFI	2
BID OPENING	2
EVALUATE BIDS AND DUE DILIGENCE	4
STAFF REPORT - AWARD OF BID	1
AWARD OF BID - COUNCIL MEETING	4
NOTICE TO PROCEED	1
TAKE RECEIPT OF POLES AND INSPECT	2
PRE CONSTRUCTION MEETING	2
CONSTRUCTION - 45 Days - START	
COMPLETION OF CONSTRUCTION - 45 days - END	15
CONTRACT CLOSE OUT	4
STAFF REPORT - NOTICE OF COMPLETION	1
NOTICE OF COMPLETION - COUNCIL MEETING	4
TOTAL	80

COST ESTIMATE – BUD BENDER PARK FIELD LIGHTS

Bud Bender Park Field Lights	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE	0	\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	80	\$ 117.88	\$ 9,430.00
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	80		\$ 9,430.00
Mileage (At IRS Published Rates)	75	\$ 0.535	\$ 40.13
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 9,470.13

CAPITAL IMPROVEMENT – FRISBEE PARK LIGHTING

Proposed task items are: complete specifications, advertise project, pre-bid meeting, Bid Opening, Award project to contractor Staff Report and Notice of Completion Staff Report. The following schedule of effort, number of hours and costs are shown in the tables below:

TASK	HOURS
INITIAL SITE REVIEW	1.5
SECURE QUOTES FROM GEOTECHNICAL AND ELECTRICAL ON-CALL CONSULTANTS FOR DESIGN WORK	1
AUTHORIZE GEOTECHNICAL AND ELECTRICAL DESIGN WORK	0.5
SECURE QUOTE AND TIMELINE FOR LIGHTING POLES	0.5
RECEIVE ELECTRICAL DESIGN AND GEOTECHNICAL REPORTS AND REVIEW	3
PREPARE DRAFT SPECIFICATIONS FOR INTERNAL REVIEW	12
PERFORM BUILDING AND SAFETY PLAN CHECK SCOPE AND INTIAL REVIEW	2
REVISE SPECIFICATIONS AND REVIEW	4
PLAN AND SPECIFICATION FOR REVIEW AND AUTHORIZATION	3
PREPARE NOTICE INVITING BID	1
STAFF REPORT - AUTHORIZATION OF BID.	1
AUTHORIZATION TO RELEASE BID - COUNCIL MEETING	4
PLACE ORDER FOR LIGHTING POLES - Estimate 85 days to delivery	2
NOTICE INVITING BID - RELEASE	0.5
MANDATORY JOB WALK	2
QUESTIONS and RFI	2
BID OPENING	2
EVALUATE BIDS AND DUE DILIGENCE	4
STAFF REPORT - AWARD OF BID	1
AWARD OF BID - COUNCIL MEETING	4
NOTICE TO PROCEED	1
TAKE RECEIPT OF POLES AND INSPECT	2
PRE CONSTRUCTION MEETING	2
CONSTRUCTION - 45 Days - START	
COMPLETION OF CONSTRUCTION - 45 days - END	15
CONTRACT CLOSE OUT	4
STAFF REPORT - NOTICE OF COMPLETION	1
NOTICE OF COMPLETION - COUNCIL MEETING	4
TOTAL	80

COST ESTIMATE – FRISBEE PARK FIELD LIGHTS

Frisbee Park Field Lights	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE	0	\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	80	\$ 117.88	\$ 9,430.00
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	80		\$ 9,430.00
Mileage (At IRS Published Rates)	75	\$ 0.535	\$ 40.13
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 9,470.13

CAPITAL IMPROVEMENT – BUD BENDER MONUMENT SIGN

The Community Services Department requested that a new Park Monument sign be fabricated and installed along Lilac Avenue, in front of Bud Bender Park. Staff entered into a Professional Services Agreement with Community Works Design Group Landscape Architecture, to provide design services and preparation of construction documents for the proposed monument. Project management work includes coordinating review of project plans through the Building Department and finalizing specifications, advertise project, pre-bid meeting, bid opening, award project, ongoing project management and Notice of Completion Staff Report. The following schedule of effort, number of hours and costs are shown in the tables below:

TASK	HOURS
INITIAL SITE REVIEW	1
SECURE QUOTES FROM ARCHITECTURAL AND ELECTRICAL ON-CALL CONSULTANTS FOR DESIGN WORK	1
AUTHORIZE ARCHITECTURAL DESIGN WORK IF UNDER \$15,000	0.5
AUTHORIZE ELECTRICAL DESIGN WORK IF UNDER \$15,000	0.5
RECEIVE ARCHITECTURAL DESIGNS AND REVIEW - THREE DESIGNS	1
REVIEW ARCHITECTURAL DESIGN WITH PARKS AND RECREATION STAFF	2
REVISE THREE DESIGNS AS APPROPRIATE	2
PREPARE RECREATION AND PARKS COMMISSION STAFF REPORT	1
PRESENT DESIGNS TO PARKS AND RECREATION COMMISSION	3
BASED ON RECREATION AND PARKS COMMISSION DIRECTION	
REVISE FINAL DESIGN	1
Review and revise CDBG Budget	1
PREPARE DRAFT SPECIFICATIONS FOR INTERNAL REVIEW	6
PERFORM BUILDING AND SAFETY PLAN CHECK SCOPE AND INTIAL REVIEW	4
STAFF REPORT - AUTHORIZATION OF BID.	1
AUTHORIZATION TO RELEASE BID - COUNCIL MEETING	4
REVISE SPECIFICATIONS AND REVIEW	3
PLAN AND SPECIFICATION FOR REVIEW AND AUTHORIZATION	2
PREPARE NOTICE INVITING BID	1
NOTICE INVITING BID - RELEASE	0.5
MANDATORY JOB WALK	2
QUESTIONS and RFI DUE	1
RESPONSE TO QUESTIONS AND RFI	
BID OPENING	1
EVALUATE BIDS AND DUE DILIGENCE	4
STAFF REPORT - AWARD OF BID	1
AWARD OF BID - COUNCIL MEETING	4
NOTICE TO PROCEED	1
PRE CONSTRUCTION MEETING	2
CONSTRUCTION - 30 Days - START	
COMPLETION OF CONSTRUCTION - 30 days - END	16
CONTRACT CLOSE OUT	4
STAFF REPORT - NOTICE OF COMPLETION	1
NOTICE OF COMPLETION - COUNCIL MEETING	4
TOTAL	76.5

COST ESTIMATE – BUD BENDER MONUMENT SIGN

Bud Bender Monument Sign	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE		\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	76.5	\$ 117.88	\$ 9,017.44
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	76.5		\$ 9,017.44
Mileage (At IRS Published Rates)	25	\$ 0.535	\$ 13.38
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 9,030.81

CAPITAL IMPROVEMENT – FY17-18 ROOF REPLACEMENT

Project involves second phase of roof replacement on Rialto Fire Station 204, police record storage building/EOC, gymnasium and Community Center Museum. Work will include developing specifications, preparing and releasing bid documents, various contract and project management efforts, project close out and notice of completion. Of concern regarding this project is the Community Center is a National Register of Historic Places property and is therefore subject to the Secretary of the Interior’s Standards for historic structures which will require additional specification review and potential review by the State Historic Preservation Office for appropriateness. The following schedule of effort, number of hours and costs are shown in the tables below:

TASK	HOURS
INITIAL SITE REVIEW OF FOUR ROOFS	6
PREPARE DRAFT SPECIFICATIONS FOR INTERNAL REVIEW	16
PREPARE HISTORIC ASSESSMENT FOR ROOF ON CULTURAL CENTER	6
PERFORM BUILDING AND SAFETY PLAN CHECK SCOPE AND INTIAL REVIEW	4
REVISE SPECIFICATIONS AND REVIEW	6
PLAN AND SPECIFICATION FOR REVIEW AND AUTHORIZATION	2
PREPARE NOTICE INVITING BID	1
STAFF REPORT - AUTHORIZATION OF BID.	1
AUTHORIZATION TO RELEASE BID - COUNCIL MEETING	4
NOTICE INVITING BID - RELEASE	1
MANDATORY JOB WALK	4
QUESTIONS and RFI	2
BID OPENING	2
EVALUATE BIDS AND DUE DILIGENCE	4
STATE OFFICE OF HISTORIC PRESERVATION REVIEW	4
STAFF REPORT - AWARD OF BID	1
AWARD OF BID - COUNCIL MEETING	2
NOTICE TO PROCEED	1
TAKE RECEIPT OF POLES AND INSPECT	2
PRE CONSTRUCTION MEETING	2
CONSTRUCTION - 45 Days - START	
COMPLETION OF CONSTRUCTION - 45 days - END	20
CONTRACT CLOSE OUT	4
STAFF REPORT - NOTICE OF COMPLETION	1
NOTICE OF COMPLETION - COUNCIL MEETING	4
TOTAL	100

COST ESTIMATE – FY17-18 Citywide Roof Replacement

FY17-18 Citywide Roof Replacement Program	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE	20	\$ 123.77	\$ 2,475.38
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	80	\$ 117.88	\$ 9,430.40
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	100		\$ 11,905.78
Mileage (At IRS Published Rates)	200	\$ 0.535	\$ 107.00
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 12,012.78

CAPITAL IMPROVEMENT – BUD BENDER FOUL LINE FENCING

Currently, the existing ball field fence along the south line of the main field near the snack bar is not of an adequate height to protect patrons using the snack bar from foul balls. This project involves installation of taller fencing along the south field line, installation of shade structures over the snack bar area and installation of netting above the snack bar counter area. Work includes developing specifications adequate to meet CDBG bid requirements, bid process, award of bid and contract and project management. The following schedule of effort, number of hours and costs are shown in the tables below:

TASK	HOURS
INITIAL SITE REVIEW	1
PREPARE DRAFT SPECIFICATIONS FOR INTERNAL REVIEW	3
PERFORM BUILDING AND SAFETY PLAN CHECK SCOPE AND INTIAL REVIEW	1
REVISE SPECIFICATIONS AND REVIEW	2
STAFF REPORT - AUTHORIZATION OF BID.	1
PREPARE NOTICE INVITING BID	1
MANDATORY JOB WALK	2
QUESTIONS and RFI DUE	1
BID OPENING	1
EVALUATE BIDS AND DUE DILIGENCE	2
STAFF REPORT - AWARD OF BID	1
NOTICE TO PROCEED	1
PRE CONSTRUCTION MEETING	2
COMPLETION OF CONSTRUCTION - 30 days - END	8
CONTRACT CLOSE OUT	2
STAFF REPORT - NOTICE OF COMPLETION	1
TOTAL	30

COST ESTIMATE – BUD BENDER PARK FENCING

Bud Bender Park Fencing	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE		\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER	30	\$ 129.96	\$ 3,898.72
SENIOR CONSULTANT / PROGRAM MANAGER		\$ 117.88	\$ -
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	30		\$ 3,898.72
Mileage (At IRS Published Rates)	75	\$ 0.535	\$ 40.13
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 3,938.84

The total cost for support to these seven projects is \$62,889.68. This effort will be billed monthly and due and payable 30 days after submission of an approved invoice.

We appreciate this opportunity to provide this support to your City, and look forward to working closely with you.

Respectfully,



Lynn Merrill
President

Approved _____

ROBERT EISENBEISZ, Public Works Director/City Engineer.

City of Rialto, Public Works Department

Date: _____



December 7, 2017

Robert Eisenbeisz, P.E.
Public Works Director / City Engineer
Public Works Department
City of Rialto
355 West Rialto Avenue
Rialto, CA 92376

Dear Mr. Eisenbeisz:

Thank you for the opportunity to assist the City of Rialto's Public Works Department on your previous projects and to provide this proposal for providing on-going GIS Support to your department in the following areas.

GIS Development and Update

- City has developed a robust GIS system with many online capabilities. The GIS information needs to be updated.
- The online transparent Rialto initiative map need to be updated periodically with latest CIP projects
- These project is updated every week. The expectation is to update the transparent Rialto map every month
- The task includes training in house personnel at the City and phase out LMA from this task

Deliverables

1. Documentation of the process of updating the Online Transparent Rialto Map (**Proposed date January 19th**)
2. Two training sessions on how to update the projects on Transparent Rialto Map (**Feb 9th-Feb 23rd**)
 - One Training session with Assistant Engineers and Staff
 - One Training session with all staff including Associate Engineer/Senior Staff

Asset Management System and Software Coordination for Public Works Department

- Public Works has a very basic maintenance work order system which is labor intensive and lacks efficiencies
- The goal of the recently purchased software and I-Pad is to develop a comprehensive asset management system that will include the following
 - Work order and status updates
 - The system will include the following parameters
 - Signage
 - Clean-up of facilities
 - Parks facilities
 - Any other field maintenance
 - Playgrounds and irrigations facilities
 - Graffiti removal
 - City owned facilities including equipment e.g. Air Conditioners etc.
 - Fleet/rolling stocks

Currently the ARC Map based software developed three years ago is no longer in use. The street sign map will be updated with the images collected three years ago and will be brought to current status.

Deliverables

1. An operational work order system with GIS interface to replace the current system (**Go live - 31th January**)
2. A step by step work flow chart of work order system (**26th December**)
3. Training for all Maintenance staff, front desk and engineering staff (**before 15th January**)
4. Software update for Front desk, engineering staff and other computers (**Proposed Date 15th Feb – 28th Feb**)

Microsoft Access CIP Project update development Tool

Currently the Engineering staff utilizes Microsoft Excel, this is not efficient as multiple users cannot access the table at the same point in time. Microsoft access tool can be developed and housed on the server which will facilitate multiple personnel access.

Deliverables

1. Microsoft access tool with all the CIP projects information (**Draft Delivered 3rd Nov**)
2. The City is also evaluating Google sheet as an alternative, this will work similar to Microsoft Excel but with the capability of multiple logins. Google sheets will also eliminate any training on maintenance Microsoft Access tool me require (waiting on direction from Information and Technology (IT) Department)

TRAKit Implementation

The City of Rialto has implemented TRAKit program which is an online tool for managing Planning, Engineering and Permitting processes. City of Rialto Public Works Department intends to implement the same to enhance managing practices for the ongoing and future projects. The program will include developing the following modules with the assistance of TRAKit’s IT Department and with inputs from the City’s IT Department

- Permitting Module
- Engineering Module
- NPDES Module
- Plancheck Portal
- Customer Portal

Deliverables

1. Detailed documented Business requirement document (BRD) that includes the description of the modules and work flow (**January 15th 2018**)
2. Working TRAKit Modules for enhanced management for ongoing and future public works projects (Depending of TRAKit Staff Availability)

Website Update

Website update Public works website may not be fully responsive and needs to be updated with information as well as provide some interactive features and accomplishments for PR purposes.

Deliverables

1. Update the information and add links for Transparent Rialto CIP projects (**15th March 2018**)

SCHEDULE

The work proposed under this task is on-going on a regular and routine basis, and is determined by the needs of the Public Works Department. Updates will be performed routinely each month.

We are anticipating that the following hours shall be expended over the course of the fiscal year:

GIS TASKS	HOURS
GIS Development and Update	28
Asset Management System and Software Coordination for Public Works Department	80
Microsoft Access CIP Project update development Tool	18
TRAKit Implementation	114
Website Update	24
TOTAL HOURS	264

COST ESTIMATES

The following table provide the cost estimates for the above projects.

COST ESTIMATE – PUBLIC WORKS GIS GENERAL SUPPORT

Public Works Support / Field Work Order	UNITS	UNIT RATE	COST
PRINCIPAL IN CHARGE		\$ 123.77	\$ -
SENIOR CONSULTANT / PRINCIPAL ENGINEER		\$ 129.96	\$ -
SENIOR CONSULTANT / PROGRAM MANAGER	264	\$ 117.88	\$ 31,119.00
SENIOR SUPERVISING INSPECTOR		\$ 99.94	\$ -
NPDES INSPECTOR III		\$ 79.95	\$ -
NPDES INSPECTOR II		\$ 43.56	\$ -
ENVIRONMENTAL TECHNICIAN		\$ 43.56	\$ -
NPDES INSPECTOR I		\$ 41.26	\$ -
ADMINISTRATIVE ASSISTANT II		\$ 31.83	\$ -
ADMINISTRATIVE ASSISTANT I		\$ 25.93	\$ -
SUBTOTAL	264		\$ 31,119.00
Mileage (At IRS Published Rates)		\$ 0.535	\$ -
Mark-Up Percentage on Outside Services:			
Reimbursables (Travel and Reproduction) at actual cost.			
TOTAL			\$ 31,119.00

We appreciate this opportunity to provide this support to your City, and look forward to working closely with you.

Respectfully,



Lynn Merrill
President

Approved _____

ROBERT EISENBEISZ, Public Works Director/City Engineer.

City of Rialto, Public Works Department

Date: _____