



July 29, 2021

David Hammer, P.E., City Engineer
CITY OF RIALTO
335 W. Rialto Avenue
Rialto, CA 92376

Subject: Proposal to Provide Professional Construction Management Services for the Easton Street Sidewalk Improvements Project, Project No. 190811

Dear Mr. Hammer,

Thank you for the opportunity to provide professional construction management services for the Easton Street Sidewalk Improvements Project, Phases 1 -3. The City would like to retain professional engineering services for the construction management, inspection, labor compliance, materials testing and community outreach of sidewalk and ramp improvements along Easton Street between Highland Avenue and Acacia Avenue and along Acacia Avenue from Easton Street to approximately 300 feet south.

The project will be awarded to a construction contractor for a contract time period of 60 working days. TKE will also assist with pre and post project community outreach and coordination.

SCOPE OF WORK

TKE's scope of services is presented in the following paragraphs:

Task No. 1 - Preconstruction Meeting

A preconstruction conference will be held for the project. The conference will be attended by City staff, TKE's Construction Manager and Construction Inspector, the Contractor, representatives of potentially affected utilities and representatives of any other affected agencies. Prior to the conference, we will prepare a conference agenda. At the meeting, we will discuss communication protocol requirements, safety and health procedures, storm water controls, schedule requirements, procedures for contract submittals, contract administration, job-site access and delivery, and coordination with others. After the meeting, it will be documented with minutes.

Deliverables: Agenda, Minutes, and distribution to all entities

Task No. 2 - Material Submittal Review

TKE will develop a list of all required material submittals and compare the list to the Contractors submittals. TKE will review all project submittals including traffic control plans. Each submittal shall be reviewed with City staff and design team as required to verify compliance. We will maintain a project log which will include descriptions

of submittals, submittal status, date received, and date returned. Once the submittals have been reviewed and accepted, they will be signed, dated, and sent to the Construction Inspector, City staff, project Contractor and the file. Submittals will be returned within the time frame specified by the Contract Documents but not longer than two weeks.

In addition to submittals, TKE will review all vendor and lab reports and certifications and material test inspections and correlate all reports with respect to the plans and specifications. TKE will provide a log for reports and certifications and notify the City upon any irregularities.

Deliverables: Submittals, Transmittals, and Logs

Task No. 3 – Records Management

TKE utilizes an electronic records management system. Files include:

- Contract Documents, Addenda, Bulletins, and Reports
- All required local, other agencies and state records throughout the project duration and submit copies to the City's project manager, including labor compliance.
- Material Submittals
- Contractor Correspondence (RFI's and RFC's)
- City Correspondence (Responses to RFI's and RFC's, Bulletins and other correspondence)
- Certified Payroll Records
- Change Orders
- Progress Payments
- Materials Testing Reports/Correspondence
- Inspection Field Reports/ Accident Reports
- Photo Logs
- Utility/Agency Correspondence
- Public Correspondence
- Project Closeout Records

Deliverables: E-File of All of the Above

Task No. 4 – Construction Meetings

TKE will be in constant communication with City staff during the projects entirety to ensure that the project is running smoothly and in accordance with the City's expectations. TKE will hold meetings with City staff, Contractor and Inspector, meetings with utilities/agencies, and affected agencies. Each is discussed below:

ATTACHMENT 7 - EXHIBIT A

Mr. David Hammer, P.E., City of Rialto (continued)

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City Meetings-TKE will meet with City staff as required to keep staff fully apprised as to construction progress and potential project issues. We will prepare agendas and minutes for each meeting.

Contractor Meeting-our Construction Manager will meet with the project contractor weekly. We will prepare agendas and minutes for each meeting. Meeting agenda will typically include background, old business, new business, SWPP, submittals, RFI's, objectives, traffic control, construction phasing, project schedule, potential issues discussion, payment quantities discussion, and any safety deficiencies observed.

Utilities/Agency Meetings-as mentioned above, TKE will invite utilities and agencies to the preconstruction conference. During that meeting, all potential project impacts will be discussed with each. During construction, should issues develop needing further discussions with utilities/agencies, TKE will meet with each and develop remediation strategies. Again, all meetings will be documented with minutes.

In addition, TKE will receive RFI's and RFC's (including written clarification requests and change-in-plan drawings) regarding the contract documents. TKE will provide any drawings, sketches and written responses in a timely manner to each with direction and will verify compliance with the Contract Documents. All RFI's and RFC's will be logged, including content of inquiry, date relayed and date of response. TKE will review all RFC's for any potential change in scope and notify the City if potential change orders may arise from the RFC.

Deliverables: Agendas, Minutes, RFI and RFC Responses

Task No. 5 – Construction Management

Since We have provided project management from project inception, TKE is uniquely suited to respond to challenges that may occur during construction. Our manager's consistent communications with the construction inspector will also provide immediate remediation alternative development.

TKE will review the project schedule and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, we will prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule contract obligations, TKE will request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, TKE will advise the City and will not execute any approval of such change without City authorization.

Change conditions and time extensions that may warrant a change order will require a complete understanding of the impacts of the change of which TKE will need to consider in determining its resolution. TKE will seek appropriate comments from anyone impacted by the changed conditions and will closely consult with the City to develop the most cost-effective remediation alternative. Cost and scheduling impacts will be noted and presented to the City in accordance with the cities change order

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procedures prior to direction being given to the Contractor, including the preparation of Change Order drawings and specifications, if required.

To maintain cost controls, TKE will review project budgets on a weekly basis, or as warranted, by review of change orders, RFC's, and progress payments. In particular, quantities used on the project will be tracked to verify that they will not exceed contract budgeted amounts. Each month, TKE will provide a budget report to the City. Should an increase in budget be required, TKE will assist Staff with staff report preparation.

Regarding RFC's, we will review any change order request received to determine if said request is warranted. If the change order request is not warranted, we will reject it in writing; prior to sending rejection letters to the Contractor, we will review it with City staff. If the change order request appears justified, we will review it with the Construction Inspector and compare it with field reports for confirmation of materials, equipment and/or labor involved; we will review same with City staff and receive City staff's approval prior to preparing and processing the contract change order. Change orders will be prepared on standard forms.

Should rejected RFC's require additional consideration, we will negotiate with contractors to establish the impact of change conditions and we will attempt to complete negotiations prior to beginning work. If we fail to reach an agreement and the work must continue, we will direct the Contractor to complete the work. For all disputed work and force account work, the Construction Inspector will document the labor, materials and equipment used for the extra work for use in future negotiations.

Upon direction from the City, TKE will continue negotiating with Contractors to settle all disputes. However, City staff will ultimately determine the extent the City will go to achieve resolution. TKE will meet with both parties, either independently or together, as warranted until resolution is reached. TKE will complete all necessary calculations to support the City's position. TKE utilizes a proactive dispute avoidance program. Once an issue is identified, TKE works diligently to resolve it as timely as possible. The weekly meetings will also be used to avoid or resolve these disputes.

TKE will perform labor compliance interviews and verification of labor compliance for the project with each payment request submitted. Should deficiencies be noted, corrective action will be requested from the contractors prior to payment release.

Deliverables: Change Orders, Budget Reports, Staff Report, Certified Payroll Review

Task No. 6 – Pay Requests

Each month, TKE will review the construction payment requests submitted by the contractors for work completed and the construction schedule. We will review the work completed and payment requests to ensure that the quantities and amounts requested reflect the actual work completed. After each request has been reviewed (and revised if necessary), we will approve it and forward it to staff for approval and payment along with a written statement of completed review. We will also submit a

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monthly status report with each payment request that will advise the City of compliance with the project schedule.

TKE will track and log any Preliminary and Stop Notices prior to each month's progress payment. If any stop notices have been issued, we will direct the Contractor to rectify the notice and provide proof of the rectification prior to release of payment.

TKE will also provide monthly reports highlighting project progress, change orders, cost issues, and schedule.

Deliverables: Payment Requests and Budget Reports

Task No. 7 - Construction Inspection

TKE will provide daily construction inspection and reporting, to verify that the project is progressing in compliance with the contract documents. We will require strict compliance with the contract documents for all construction activities and for any equipment or materials to be furnished and installed. We already possess the measuring devices and testing equipment normally required for inspecting public works construction projects. Our construction inspection personnel are experienced and knowledgeable in the operation of said devices and equipment, as well as the associated safety equipment.

All materials will be reviewed against approved material submittals as they arrive on-site. Batch tickets or weigh certificates will be collected upon material arrival.

Our Construction Inspector will verify SWPPP and safety provisions have been implemented at the start of each work day, at the construction site. Any deviations will be documented. All system service interruptions, connections and abandonments will be coordinated with staff. In addition, he will coordinate and schedule materials testing and survey requirements with appropriate parties to ensure there is no delay to the project construction and to minimize costly down periods for anyone onsite.

We will digitally photograph the activities and maintain copies in the project files and our Construction Inspector will prepare daily field reports, which will document all observed project activity, including location of the activity, number of workers present, construction equipment used, quantities constructed, inspector present, weather conditions, and construction progress. All project documentation will be completed on standard forms. All documents will be submitted in hard copy and electronic copy formats.

Our inspector will provide emergency contact information to allow for 24-hour accessibility. He will verify site safety conditions on a daily basis and, should conditions be unsafe, advise the contractor of corrective actions. If the contractor fails to remediate such conditions, he will advise the City and request direction. Should an accident occur, we will notify the City and note all site conditions and photo document the accident location and prepare an accident report.

Deliverables: Daily Field Reports, Site Deficiency Reports, Batch Tickets, Photographs, Accident Reports, Testing Reports, and Summary Reports

Task No. 8 – Geotechnical Services and Materials Testing

Over the course of project construction, we will schedule materials and compaction testing with LOR Geotechnical Inc. They will identify the locations and specified depths for all tests on roadway subgrade, aggregate base, asphalt concrete and grading in accordance with the project requirements. They will provide for initial sampling and acceptance testing on materials proposed for the project and continue sampling as required throughout the project in accordance with ASTM D2922, D1556 or D1557. Extraction and gradation tests will be performed in accordance with ASTM D2172. Testing will be conducted in a Caltrans Certified Laboratory. A final compaction summary will be prepared and signed by a professional engineer identifying any failing test, retesting and non-complying materials used on the project.

Deliverables: Reports and Compaction Summary

Task No. 9 – Community Outreach

TKE will provide continued community outreach throughout the construction phase to coordinate with residents affected by the construction. Our Construction Inspector, Construction Manager and Community Outreach staff will be in communication with the residents throughout construction to ensure the items agreed upon during design are properly constructed and conveyed to the construction contractor's staff and to ensure a smooth construction process for the residents.

Deliverables: Community Outreach Notifications and Resident Coordination

Task No. 10 – Agency Coordination

TKE's Construction Manager will review permitting and coordinate with appropriate City and utility agencies affected by the work. We will coordinate project schedules and work progress affecting the project with each appropriate agency. If appropriate, the Construction Manager will invite affected agencies to attend the weekly progress meetings to review the project schedule, summarize project requirements and discuss them at these weekly meetings.

Deliverables: Agency Coordination

Task No. 11 – Record Drawings

Each month, our Construction Inspector will review the contractor's records to ensure that a diligent effort is being made to keep current and accurate records of work in place. If deficiencies are observed, we will withhold the contractor's progress payment until the contractor demonstrates compliance.

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the improvements as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records. Drawings will be forwarded to the design engineer to prepare final as-built drawings to be provided to the City.

Deliverables: Redlined Record Drawings

Task 12 - Project Close-Out

After project construction is essentially complete, we together with City staff, will field review the project and prepare a construction deficiencies list (punch list) of items requiring remedial work. After all deficiencies are corrected, our Construction Manager will prepare a letter, recommending acceptance of the project. Once the remedial work is completed, TKE will review and process the final project invoice.

TKE will assist the City to identify, track and monitor the completion of warranty work prior to the construction completion date. We will obtain lien waivers, bonds, guarantees, warranties, if required, and other documents required by the Contract Documents for final Contract Closeout.

In addition, we will prepare the Notice of Substantial Completion to establish the date for the commencement of contract warranty periods and acceptance of maintenance responsibility by City. We will provide the Contractor with a list of any remaining incomplete work requirements to be completed prior to Final Completion.

After all project requirements have been completed, we will prepare a "Notice of Completion" report documenting the final completion of the project and acceptance of the project improvements by the City.

We will forward copies of all records in digital and hard copy format (CD ROM and mylar) and we will prepare a summary of construction changes, final cost, and schedule revisions.

Deliverables: Punch List, Final Payment, Project Records, and Notice of Completion

FEE

TKE's fee to provide the scope of service described above is based on construction management and inspection for 60 working days and a breakdown of the hours assumed are shown on the attached fee table breakdown. TKE will invoice monthly in accordance with our rate schedule and will not exceed our fee without prior approval from the City. Again, thank you for the opportunity to submit our proposal to provide professional construction management services. If you have any questions, please contact me at (951) 680-0440.

Sincerely,



Terry Renner, P.E., Q.S.D.
Senior Vice President
TKE ENGINEERING, INC.

Attachment: Fee Table Breakdown

City of Rialto

**Construction Management and Inspection Services for the Easton Street Sidewalk Improvements Project - Phase 1 - 3
Consulting Engineering Fee**

Task No.	Task	Project Manager		Construction Manager		Clerical		Inspector		Subconsultants ^{2.)}	Total
		Hours	\$	Hours	\$	Hours	\$	Hours	\$	\$	\$
Scope of Services											
Task No. 1 - Preconstruction Meeting			\$ -	4	\$ 600	2	\$ 150	2	\$ 240	\$ -	\$ 990
Task No. 2 - Material Submittal Review			\$ -	22	\$ 3,300	4	\$ 300		\$ -	\$ -	\$ 3,600
Task No. 3 - Records Management			\$ -	2	\$ 300	8	\$ 600	4	\$ 480	\$ -	\$ 1,380
Task No. 4 - Construction Meetings			\$ -	24	\$ 3,600	2	\$ 150	12	\$ 1,440	\$ -	\$ 5,190
Task No. 5 - Construction Management			\$ -	80	\$ 12,000	24	\$ 1,800		\$ -	\$ -	\$ 13,800
Task No. 6 - Pay Requests			\$ -	8	\$ 1,200	2	\$ 150	8	\$ 960	\$ -	\$ 2,310
Task No. 7 - Construction Inspection			\$ -		\$ -		\$ -	480	\$ 57,600	\$ -	\$ 57,600
Task No. 8 - Geotechnical Services and Materials Testing			\$ -		\$ -	2	\$ 150	4	\$ 480	\$ 13,000	\$ 13,630
Task No. 9 - Community Outreach		24	\$ 3,360	2	\$ 300		\$ -	4	\$ 480	\$ -	\$ 4,140
Task No. 10 - Agency Coordination			\$ -	2	\$ 300	2	\$ 150		\$ -	\$ -	\$ 450
Task No. 11 - Record Drawings			\$ -	2	\$ 300		\$ -	2	\$ 240	\$ -	\$ 540
Task No. 12 - Project Close-Out			\$ -	4	\$ 600	2	\$ 150	4	\$ 480	\$ -	\$ 1,230
Subtotal:		24	\$ 3,360	150	\$ 22,500	48	\$ 3,600	520	\$ 62,400	\$ 13,000	\$ 104,860

Rates:

Project Manager	\$ 140 /HR
Construction Manager	\$ 150 /HR
Clerical	\$ 75 /HR
Inspector	\$ 120 /HR

Notes:

- 1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.
- 2.) LOR Subconsultant Costs for Materials Testing
- 3.) Assumes Construction Period of 60 Working Days

Construction Management Total: \$ 104,860

TKE Engineering, Inc.

**PROPOSAL TO PROVIDE GEOTECHNICAL,
COMPACTION TESTING, AND MATERIALS TESTING
SERVICES DURING CONSTRUCTION OF THE
EASTON STREET SIDEWALK IMPROVEMENTS,
PHASES 1 THROUGH 3
RIALTO, CALIFORNIA**

**REFERENCE NO. 5873.P
JULY 29, 2021**

Prepared for:

TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, California 92507

Attention: Ms. Candice Velasco

July 29, 2021

TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, California 92507

Reference No. 5873.P

Attention: Ms. Candice Velasco

Subject: Proposal to Provide Geotechnical, Compaction Testing, and Materials Testing Services During Construction of the Easton Street Sidewalk Improvements, Phases 1 through 3, City of Rialto, California.

INTRODUCTION

In response to your request for proposal, LOR Geotechnical Group, Inc., (LOR), is pleased to provide you with this proposal to provide geotechnical, compaction testing, and materials testing services during construction of the Easton Street Sidewalk Improvement project, phases 1 through 3. This project features the construction of new curb & gutter, cross-gutters, spandrells, retaining walls, driveway approaches, and sidewalk along select segments of Easton Street and Acacia Avenue, within the City of Rialto, California.

The project plans (ERSC, 2021a, 2021b) were provided to LOR to use as a reference when preparing this proposal. Based on these documents, and our recent experience with similar projects, we were able to appraise the geotechnical services that may be required to complete the project, and have constructed a preliminary scope of services.

PRELIMINARY SCOPE OF SERVICES

The geotechnical, compaction testing, and materials testing services proposed for the subject project will include, but are not necessarily limited to:

- Attendance of pre-construction and progress meetings as necessary to consult with authorized employees, agents, and representatives of our client, and other agencies having jurisdiction relative to the geotechnical engineering and special inspection services of the project.
- Material submittal review and other geotechnical engineering support that is often required during construction.

ATTACHMENT 7 - EXHIBIT A

TKE Engineering, Inc.
July 29, 2021

Reference No. 5873.P

- Obtaining representative samples of onsite soils, aggregate base, and ready-mix Portland cement concrete (PCC) for laboratory testing to determine engineering properties, and for quality compliance testing.
- Periodic observation and compaction testing during backfill operations for the excavations used to construct the proposed retaining walls.
- Periodic observation and compaction testing of subgrade soils for curb & gutter, cross-gutters, spandrells, and sidewalk improvements.
- Preparation of written daily reports and timely submission of those reports to your construction inspector. These reports will detail our geotechnical observations and compaction testing results.
- Preparation and submittal of a final compaction and materials testing report following the notice of completion. This report will include the results of our compaction testing provided during construction operations, as well as our laboratory testing for materials sampled during construction of the project.

FEE AND SCHEDULE OF HOURLY RATES

We propose to provide geotechnical, compaction testing, and material testing services on a time and materials basis and all charges will be billed only for the actual work conducted. There will be no obligation, and no penalty, for unused funds against the purchase order. Therefore, the costs of our services are highly dependent on actual field conditions which include the performance of the various contractors and the extent of our services required as determined by your project management team. Time charge tickets and daily reports will be prepared by our technicians for each site visit and will be given to the site superintendent for review and signature. The site superintendent will be supplied a copy of the time charge ticket and daily field report at that time.

The following table illustrates the cost of providing the geotechnical, compaction testing, and materials testing services anticipated for this project:

ATTACHMENT 7 - EXHIBIT A

TKE Engineering, Inc.
July 29, 2021

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Easton Street Sidewalk Improvements, Phases 1 through 3
Geotechnical, Compaction Testing, and Materials Testing Services Cost Estimate

Description	Estimated Quantity	Per Unit	Extended Cost
Engineering: Construction Meetings, Submittal Review, etc.	5	\$145/hour	\$725.00
Soil Technician: Compaction Testing & Sampling	80	\$114/hour	\$9,120.00
Retaining Wall Backfill Operations	10		
PCC Flatwork Subgrade	50		
PCC Sampling and Testing	10		
Miscellaneous	10		
10% Field Supervision and Equipment			\$912.00
Laboratory Compaction, Soil	3	\$190/unit	\$570.00
Laboratory Compaction, Aggregate Base	1	\$190/unit	\$190.00
Laboratory Compressive Strength, Concrete	8	\$25/unit	\$200.00
Compaction & Materials Testing Report	1	\$1,250/unit	\$1,250.00
ESTIMATE:			\$12,967.00

OUR APPROACH

LOR has provided professional geotechnical consulting and construction materials testing services on over three thousand projects, to the private and public sectors in southern California for over 30-years. When our office is contacted to serve under the terms of a service agreement, our dispatch personnel will assign a qualified representative to perform the requested services. If additional technical support is required, our geologists and technicians have a direct line of communication to our principal engineer to discuss the details related to our projects. Additionally, our project managers maintain direct lines of communication with our field staff and our clients to help ensure projects run smoothly.

All of our field personnel have a company owned vehicle with a company logo displayed. In addition to providing a vehicle, we also provide our personnel with all of the equipment necessary to perform the requested services. LOR ensures that our field staff have the most up-to-date tools, maintained in good working order, and calibrated as required.

TKE Engineering, Inc.
July 29, 2021

Reference No. 5873.P

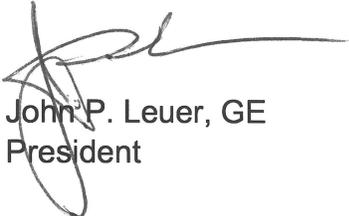
In support of field personnel, our office has a full service, Caltrans certified, geotechnical laboratory that is fully staffed and capable of providing timely results.

Our office is located at 6121 Quail Valley Court on the east end of Riverside, California, 30 minutes from the proposed project. Our proximity to the project will enable us to provide timely service during the course of a service agreement. We have the ability to provide 24-hour service seven days a week if required. Although a 24-hour notice prior to service is appreciated, LOR has the ability to provide service in most cases in as little as one hour.

CLOSURE

We appreciate the opportunity to be of service. If you have any questions concerning this proposal, please do not hesitate to contact this firm.

Respectfully submitted,
LOR Geotechnical Group, Inc.



John P. Leuer, GE
President

TG:JPL/ss

Distribution: email cvelasco@tkeengineering.com

ATTACHMENT 7 - EXHIBIT A

REFERENCES

Engineering Resources of Southern California, Inc., 2021a, Easton Street Sidewalk Improvements Phases 1 & 2, Easton Street, City of Rialto, California, dated April 21, 2021.

Engineering Resources of Southern California, Inc., 2021b, Easton Street Sidewalk Improvements Phase 3, Acacia Avenue, City of Rialto, California, dated April 21, 2021.

LOR Geotechnical Group, Inc., 2021, Fee Schedule for January 2021 Services, dated January 2021.