



October 12, 2017

Mr. Robert Eisenbeisz, Public Works Director/City Engineer  
CITY OF RIALTO  
335 W. Rialto Avenue.  
Rialto, California 92376

RE: Proposal for Professional Design Services for Development of Frisbie Park ADA Improvements  
and Pre-Fab Girls Softball Building

Dear Mr. Eisenbeisz:

Please accept our proposal for the expansion of our current Scope of Services for Frisbie Park. We appreciate the opportunity.

At this date and time, we are wrapping up the 90% plan check comments and will be ready to re-submit for 100% plan check within a week or two. There are two additional pieces of Frisbie Park that can and should be included in this renovation and expansion of Frisbie Park: the renovation of the Softball plaza (ADA upgrades for the plaza and throughout the park) with the replacement of the existing building facility with a new pre-fab unit.

The members of the Design Team and I appreciate the opportunity to expand the scope of the project to see a complete park renovation occur. These improvements will be welcomed by the community.

Respectfully submitted,

COMMUNITY WORKS DESIGN GROUP

Timothy I. Maloney, ASLA, CPRS  
President  
Landscape Architect  
License Number 2110

## SCOPE OF WORK -

### TASK 1 - RESEARCH - PROGRAM SCOPING

The CWDG Team will present the project work plan, begin meeting coordination with the City and conduct research of existing utility plans, design standards, and permits. The team will also begin the field reconnaissance tasks and coordinate detailed mappings of the expanded portions of the park. Additional Spot Elevations will be taken to assure all ADA issues are reviewed and included in this phase of the park renovation. We will resume meetings with the Girls Softball management team and report back to the City their desires for the pre-fab replacement building. The preparation of the base information will assist us with our ADA access compliance mapping.

1. We will review the management assessment associated with these portions of the park in regards to open space, maintenance, security, waste management, ADA pedestrian circulation patterns and access, existing and proposed structures - including softball fencing and dugouts, drainage, erosion control, utilities and geotechnical.
  2. We will meet with the City staff regarding ADA access concerns and with the Softball management team regarding anticipated use patterns of the site in order to gain a comprehensive understanding of the day-to-day function of the facilities.
  3. We will research and discuss utility requirements with appropriate City departments and other providers of public utility service.
  4. We will attend all Project Development Team meetings as required during this phase of the project. Because City/team communication is so important, our team will be available for as many meetings as desired by the City throughout the life of the project, with no cost to the City for additional meetings!
  5. We will prepare the preliminary design schedule, encompassing the entire project parameters as determined through the course of the program assessment stage.
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#### TASK 1- PROGRAM ASSESSMENT- DELIVERABLES

- PDF copies of all documents
  - Regular e-mail progress updates and ongoing coordination documentation
  - QA/QC Plan for City Review and Approval
  - Topographic/Spot Elevations
  - Preliminary Schedule
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## TASK 2 - DESIGN DEVELOPMENT

Upon completion of Task 1 noted above, we will now know exactly what components are to be further designed by our team.

1. We will begin the production of the design development documents. These plans will begin to define the exact size, quality and methods of construction. Plans will be 24" x 36" format in AutoCAD 2017 or newer format, at 30 scale to match the existing prepared plans.
2. Utilizing the topographic base and spot elevations prepared for the site during the Task 1 Program Scoping phase, conceptual grading plans will be developed. All existing and proposed grades, drainage systems, soft and hard elevations, pad elevations, ADA walks/ramps, etc. will be indicated.
3. The grading and paving plans will reflect all soft and hard paving, flatwork, drainage devices, utility services, landscape areas, erosion control devices, curbs, gutters, fencing, backstops and dugouts (Softball), retaining walls, and the new concession/storage/electrical/office building footprint. The grading plan will be in compliance with NPDES permitting requirements.
4. CWDG will coordinate the pre-fab building plans with the Public Restroom Company. We will coordinate the Civil Engineering and Electrical Engineering consultants for relocation/replacement of all utilities. We will tie-in the sewer to the new/proposed septic system design in our current phase.
5. All site furnishings and amenities to be incorporated into the park will be provided to the City to review. We want to assure that all site furnishings comply with the City's current inventory and/or will be acceptable to the City for the long haul.
6. The irrigation plans will be prepared by our in-house Certified Irrigation Design team. We will review with City Staff all proposed equipment to be incorporated into the design of the irrigation system.
7. Schematic Planting Plans with all necessary photo and plant descriptions will be provided. Plant suitability, maintainability, drought resistance, and reliability will be primary concerns.
8. All of the design teams plans will be reviewed with the City Staff (all departments required) on a regular basis.



9. All of the design team's plans will be reviewed with the City Staff (all departments required) on a regular basis.
  10. Continuous cost estimate updates from our team will be presented as required.
  11. We will attend all meetings as required during this phase of the project (No limit).
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#### TASK 2 - DESIGN DEVELOPMENT PHASE - DELIVERABLES

- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- 6 sets hard copies of each submittal (50% level)
- Documentation of QA/QC Plan Implementation
- Preliminary Cost Estimates (updated throughout project)
- 50% Draft Technical Specifications (Word)



### TASK 3 - CONSTRUCTION DOCUMENTS

Upon receipt of approval of the Design Development portion, we will continue preparation of the Construction Documents. The plans will continue the concepts of low maintenance, vandal resistance, attractive and practical design solutions.

1. CIVIL ENGINEERING PLANS: ADKAN Engineers will prepare and process a fine grading plan for construction of finished grading, horizontal control, plaza areas, signing and striping plans and water plans, bio-swales and dust control plans. Cut and Fill earthwork calculations will be prepared at the 50% point and again at the 80% submittal. The plans will be at a scale of 1"=30' and indicate detail finish grading, ADA access to parking areas, drainage devices, sidewalks and swales.
2. CONSTRUCTION DRAWINGS: Construction Drawings will include site plans and details (will locate by dimensioning all project elements as approved in the Design Development Phase - including pre-fab facilities, picnic structures, plazas, walks, backstops and dug-out improvements, site furnishings, etc.). Plans will identify recommended suppliers and products, with emphasis given to local sources, sustainable concepts, recycled/ recyclable materials, and durability of products.
3. IRRIGATION PLANS: We will prepare complete irrigation plans. All elements of the system will be designed to carry optimum amounts of water to irrigate the affected sites. Full detailing of all equipment will be included. Vandal resistance, durability, serviceability, reliability, water conservation, reclaimed water options, efficiency and, most importantly, consistency with City standards will be our primary concerns.
4. PLANTING PLANS: Complete Planting Plans with all necessary details will be provided. Native and naturally sustainable species will be of primary importance in the plant selection process.
5. ELECTRICAL: Complete Electrical Plans for the walks/plaza and the new pre-fab building with relocation of electrical panels with all necessary details will be provided. We will be evaluating all of the latest technologies including solar, low voltage, LED systems to produce the most efficient and long term solutions for the City.
6. SPECIFICATIONS: Specifications detailing materials and workmanship for all of the above items will be provided as required.
7. COST ESTIMATES: Final estimates of probable costs will be prepared providing regular value engineering recommendations.



8. DOCUMENT PROCESSING: We will submit the documents for City approvals. We will review documents and make all necessary corrections.
  9. MEETINGS: We will attend all meetings as required during this phase of the project (No limit).
  10. FINAL DOCUMENTS: After final approval, 24" x 36" mylars shall be submitted to the City along with a hard copy and an electronic copy of the plans and specifications for bidding purposes.
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### TASK 3 - CONSTRUCTION DOCUMENT PHASE - DELIVERABLES

- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- 6 sets hard copies of each submittal (90% and 100% level)
- Documentation of QA/QC Plan Implementation
- Preliminary Cost Estimates (updated throughout project)
- 90% Draft Technical Specifications; 100% Final Technical Specifications
- Spreadsheet identifying community volunteer opportunities
- CAD files of all pertinent drawings



## FEE PROPOSAL - PARK PLANNING INCLUDING STUDIES PREPARATION

The following is our proposed fee to provide all work mentioned in the Scope of Work outline for FRISBIE PARK ADA IMPROVEMENTS AND PRE-FAB BUILDING

<u>Consultant Services</u>	<u>Fee</u>
Task 1. Research - Program Scoping - (\$14,560.00) Topo/Survey (\$6,500.00 ) Geotech (\$5,500.00)	\$28,560.00
Task 2. Design Development	\$42,330.00
Task 3. Construction Documents	\$39,765.00

NEGOTIATED TOTAL FEE \$110,655.00\*

\* Fees were developed, in part, from the proposal for Phase II Citywide Parks Improvements - dated 12/14/16 and updated 7/5/17, 9/29/17 and 10/12/17.

