



LANDSCAPE ARCHITECTURE

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October 12, 2018

Mr. Robert Eisenbeisz, Public Works Director  
c/o Mr. Saul Martinez, Consultant Project Manager  
CITY OF RIALTO PUBLIC WORKS DEPARTMENT  
335 W. Rialto Avenue  
Rialto, CA 92376

Subject: Proposal for Construction Plans, Specifications, Estimates, Bid Support  
and Construction Administration for  
**Margaret Todd Park – Various Basketball Court Improvements**  
(Project Number CB1901)

Dear Mr. Martinez:

On behalf of the firm of Community Works Design Group, we are pleased to present this proposal to provide continued planning, construction documentation, bid support and construction administration services for the City of Rialto Public Works Department for the basketball court resurfacing, backboard replacement, seating addition and shade shelter project at Margaret Todd Park.

#### THE PROPOSAL

Our proposal covers key issues we feel to be of greatest significance for the smooth, efficient completion of the project. The members of the Design Team and I appreciate your consideration of our firm to continue our professional consulting services for this project.

Respectfully submitted,

COMMUNITY WORKS DESIGN GROUP

Scott Rice ASLA, LEED AP, CASp  
Vice President  
Landscape Architect CA#5111  
Certified Access Specialist CASp-709

## SCOPE OF SERVICES

Services provided by Community Works Design Group (CWDG) for the City of Rialto Public Works Department will continue to reflect City and Community expectations.

### **TASK 1. SITE ANALYSIS/ PROJECT ASSESSMENT**

Probably the most important part of the design process for any design is that of client input.

1. We will develop base plans of the site based on a compilation of web-based aerial photos, record drawings and measurements gathered on site.
2. We will prepare a critical path schedule, identifying key submittal dates and progress milestones for Public Works Department review and approval.
3. We will meet with City staff from all applicable departments to kick off the project. In addition, we will attend all meetings as required during this phase of the project. (No limit)

### **TASK 1. SITE ANALYSIS/ PROJECT ASSESSMENT- DELIVERABLES**

- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- Preliminary Schedule

### **TASK 2. DESIGN DEVELOPMENT/ CONSTRUCTION DOCUMENTS**

Due to the straight-forward nature of the requested work, we will begin our work at the Design Development level.

There will be two phases of Construction Documents. The first phase will include the Design Development, noted above, in which we will bring the drawings to approximately 50% completion. Plans at this stage will outline all demolition/protection items as well as items to be constructed. These plans will be turned over to the City for staff review in order to determine any final adjustments prior to working out details and beginning specifications. Once approved, our office will continue on the Construction Documents until 100% complete, where they will be turned over to City staff and Departments as required for final review.

1. GEOTECHNICAL INVESTIGATION: John R. Byerly, Inc. will provide two (2) test borings excavated with a limited-access track mounted flight auger. Byerly, Inc. will evaluate the soil

- conditions underlying the proposed shade structures, and provide recommendations for foundations and site preparation in relation to 2016 California Building Code requirements.
2. DEMOLITION PLANS: We will prepare a demolition plan, highlighting which existing site features will be protected in place, and identify items and quantities of areas to be removed to make way for the proposed fencing and netting improvements.
  3. GRADING PLANS: We will prepare grading plans, indicating proposed top-of-footing and top-of-wall elevations for proposed bleacher and shade shelter areas. Due to the limited scope area, the grades will be based upon a local elevation for horizontal and vertical control (for example, an existing finished surface at a building exterior) and will NOT reference an established benchmark.
  4. CONSTRUCTION PLANS/ DETAILS: Construction Drawings will include site plans and details associated with construction of new shade shelters, court resurfacing, new backboards/ hoops/ nets, renovated posts, new drinking fountain (depending on construction budget and feasibility), and other related improvements.
  5. STRUCTURAL DETAILS/ CALCULATIONS: Our structural engineering subconsultant, Wong and Associates, will prepare structural details and calculations for the shade shelter improvements, based on 130 mph wind loading.
  6. SPECIFICATIONS: Specifications detailing materials and workmanship for all of the above items will be provided.
  7. COST ESTIMATES: Final estimates of probable costs will be prepared for review.
  8. DOCUMENT PROCESSING: We will submit the documents for City and various agency approvals. We will review documents and make all necessary corrections.

## TASK 2. DESIGN DEVELOPMENT/ CONSTRUCTION DRAWINGS - DELIVERABLES

- Construction Documents prepared in AutoCAD, printed to 24"x36" at 20 scale maximum
- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- Design, coordination, and preparation of meeting agendas
- Final Cost Estimates

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**TASK 3. BIDDING PHASE**

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1. Community Works Design Group will assist the City in conducting a Pre-Bid meeting and provide written documentation of the meeting, noting direction given to contractors, questions asked and follow-up clarifications or addendum items.
2. We will assist the City in obtaining and evaluating bids.
3. CWDG will assist the City in conducting a pre-award meeting and in preparing the contract for construction.

**TASK 3. BIDDING - DELIVERABLES**

- Spreadsheet of Bid Line Items
- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- Design, coordination, and preparation of meeting agendas

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**TASK 4. CONSTRUCTION PHASE**

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1. **CONTRACT ADMINISTRATION:** CWDG and the design team will review shop drawings and material samples, respond to Contractor Requests for Information (RFI's), and review project submittals. CWDG will attend bi-weekly construction progress meetings.
2. **FIELD OBSERVATION & SUPERVISION:** CWDG will provide field observations with our staff and our consultants as requested. Visits shall be performed at the current hourly rates listed in Attachment 1. CWDG shall advise and consult with the City during the construction phase. CWDG shall assist the City in determining the amount owed to the Contractor by reviewing his application for payment.

**TASK 4. CONSTRUCTION - DELIVERABLES**

- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- Design, coordination, and preparation of meeting agendas

## FEE PROPOSAL

The following is our proposed fee to provide all work mentioned in the Scope of Work outline for the Various Basketball Court Improvements Project at Margaret Todd Park:

	<u>Consultant Services</u>		<u>Fee</u>
Task 1.	Site Analysis/ Project Assessment	LUMP SUM	\$ 1,410.00
Task 2.	Design Development/ Const. Dwgs	LUMP SUM	\$ 22,985.00
Task 3.	Bidding Support	Hourly/ NTE	\$ 1,910.00
Task 4.	Construction Administration	Hourly/ NTE	\$ 4,425.00
	<u>Reimbursables</u>	<u>ALLOW</u>	<u>\$ 1,500.00</u>
	<b>Total</b>		<b>\$ 32,230.00</b>

1. Provisions of Attachment 1 and Attachment 2 are an integral part of this proposal as if herein written in full.
2. This proposal expires after 90 days if an agreement for professional services is not fully executed.

**ATTACHMENT - 1****NORMAL HOURLY RATES**

Principal Landscape Architect's time at the fixed rate of:	\$195.00 per Hour
Certified Access Specialist's time at the fixed rate of:	\$225.00 per Hour
Senior Landscape Architect's time at the fixed rate of:	\$175.00 per Hour
Civil Engineer's time at the fixed rate of:	\$210.00 per Hour
Landscape Architect's time at the fixed rate of:	\$145.00 per Hour
Project Manager's time at the fixed rate of:	\$135.00 per Hour
Certified Landscape Irrigation Auditor/ Certified Irrigation Designer's time at the fixed rate of:	\$135.00 per Hour
Certified Arborist's time at the fixed rate of:	\$125.00 per Hour
Landscape Designer's time at the fixed rate of:	\$ 115.00 per Hour
Professional Staff's time at the fixed rate of:	\$ 75.00 per Hour

**OUTSIDE CONSULTANTS**

Services of outside consultants not listed in this proposal, at our direct cost, plus 15% of the actual cost of their services for coordination.

**REIMBURSABLE ITEMS**

Reimbursable items, such as the cost of plotting, graphic reproduction and shipping, at our direct cost plus 15%. Auto travel shall be charged at 55 cents per mile. Reimbursable items are billed in addition to the stated fee.

## ATTACHMENT - 2

### ADDITIONAL SERVICES

Additional Services shall be performed only when requested or approved by the Department. Compensation for such services shall be in accordance with our Normal Hourly Rates and Reimbursable Items per Attachment 1. Additional services may include, but are not limited to:

1. Revising previously approved drawings to accomplish changes ordered by the Department.
2. Any work requested by the Department that is not heretofore mentioned.

### DEPARTMENT'S RESPONSIBILITY

1. Department to provide all available data possible regarding the site information and surrounding properties.
2. Complete information concerning available services and utilities for all contract areas.
3. Assist with coordinating the approval process with Department departments and provide as-built plans to the extent possible.
4. Development restrictions, program restrictions and other such data.