

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

TASK 3. BIDDING PHASE

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

TASK 4. CONSTRUCTION PHASE

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