

March 18, 2019

**MR. ROBERT REISENBEISZ, PUBLIC WORKS DIRECTOR**City of Rialto  
150 S. Palm Avenue  
Rialto, CA 923761379 Park Western Drive  
Suite 364  
San Pedro, CA 90732  
213.986.8990  
info@LRSProgramDelivery.com**Subject: Proposal for Amendment No. 2: Continued Support for Rialto CIP Program/Project Management Improvement Initiatives (PO No. 2018-1213)**

Dear Mr. Steel:

LRS is pleased to provide a proposal to City of Rialto to continue support for Public Works CIP program/project management improvement initiatives for a grand total of **\$38,500** for a duration of **13 months**. The following table is a breakdown of LRS's proposed scope of services, schedule, and fee. We have structured this proposal to provide City the best value and timed to support City's 2019-2020 and 2020-2021 CIP programming/budgeting cycle. As you can see, our proposed approach is highly interactive with the City. Please note that the proposed schedule is an estimate based on the assumption that LRS receives a notice to proceed no later than May 31, 2019. The actual schedule will be adjusted based on the actual NTP.

Task Scope	Schedule	Proposed Additional Fee
<b>Task A2.01: Continued Support for the Development of Policy and Guidelines for Broadened A&amp;E Consultant Procurement (originally Task A1.08)</b> LRS will support City staff in developing and obtaining Council approval for the policies and guidelines to broaden the selection of A&E consultants. LRS will provide support in procurement planning and processing. This is a time-extension only task to coincide with the development of 2018/2019 CIP.  <i>Deliverable: Procurement Policy and Guidance Documents</i>	Jun. '19 ~ Dec. '19)	\$0
<b>Task A2.02: Continued Development of Program/Project Management Handbook and Conduct Training</b> LRS will continue the development and update of Program/Project Management Handbook tailored for Rialto CIP. PPM Handbook is a living document and will continue to evolve as Rialto's PPM system evolves. The handbook will cover Rialto's processes, personnel roles and responsibilities, relevant policies and procedures, program/project management principles, program/project status and reporting, resource management, etc.  <i>Deliverable: Updated Program/Project Management Handbook</i>	Jun. '19 ~ Jun. '20	\$6,000
<b>Task A2.03: Continuous General PPM Consulting</b> LRS will continue to provide general program/project management consulting services to support the deployment and refinement of	13 months (Jun. '19 ~ June '20)	\$32,500

Task Scope	Schedule	Proposed Additional Fee
<p>the improvement initiatives. It is the objective of LRS to support Rialto such that the Program/ Project Management system will progressively mature and stabilize and broaden its capabilities to operate independently in the subsequent years. LRS's services could cover the following activities:</p> <ul style="list-style-type: none"> <li>- Support the development of high-level multi-year staffing forecast</li> <li>- Support the refinement of the CIP Project Management Database</li> <li>- QA/QC project workplans</li> <li>- QA/QC resource estimates</li> <li>- QA/QC CIP reports to Council</li> <li>- Refinement of the workplan templates</li> <li>- Refinement of the WEN Tool</li> <li>- Refinement of CIP reports to Council</li> <li>- Checklists/signoff for inter-departmental coordination</li> <li>- Checklist for council action items</li> <li>- Support the target setting, monitoring and refinement of CIP project support costs</li> <li>- Support the development and maintenance of a knowledge database for Rialto Program/Project Management tool</li> <li>- Support the development and maintenance of a central repository of project data</li> <li>- General program/project management coaching</li> <li>- Support the development of programmatic strategies</li> <li>- Development of organization structure</li> </ul> <p><i>Deliverable: Monthly in-person meeting. Bi-weekly progress calls. Ad hoc deliverables.</i></p>		
<b>Total:</b>		<b>\$38,500</b>

We look forward to continuous relationship with City of Rialto. Please do not hesitate to contact me at (310) 650-8622 should you have any questions. Thank you.

Sincerely,



Lan Saadatnejadi, President / CEO

Cc: Katie Nickel, Rialto Public Works Program Management