

CITY OF HIGHLAND

Finance/Personnel Subcommittee

Agenda

SUBCOMMITTEE MEMBERS

Larry McCallon, Member
John P. Timmer, Member

SPECIAL MEETING

May 6, 2024
1:30 p.m.
City Hall
Upright Conference Room
27215 Base Line
Highland, California

STAFF

Carlos Zamano - City Manager
Chuck Dantuono - Director of Administrative Services/City Treasurer
Michelle Gomez - Accountant
Lawrence Mainez - Community Development Director
Leticia Nava-Cruz - Assistant Director of Administrative Services
Lissette Nock - Deputy City Clerk

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's website at: www.cityofhighland.org
City of Highland • 27215 Base Line Highland, California 92346 • (909) 864-6861

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodations, including interpreters.

Any disclosable public records related to an open session item provided to the majority of the Subcommittee after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at www.cityofhighland.org.

FINANCE/PERSONNEL SUBCOMMITTEE
MAY 6, 2024 - 1:30 p.m.

CALL TO ORDER

PUBLIC COMMENT

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 12:30 p.m. on May 6, 2024, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the May 6, 2024 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

BUSINESS ITEMS

1. Minutes - January 8, 2024 Closed Session Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. San Bernardino County Sheriff's Department Schedule A Amendment for FY 2024/2025 and Amendment No. 3 to the Reimbursement Agreement Between the City of Highland and East Valley Water District for Law Enforcement Services for FY 2024/2025
RECOMMENDATION: That the Subcommittee:
 - 1) Review and approve the item be brought forward to the City Council regarding execution of the amended Schedule A (FY 2024/2025) contract for Law Enforcement Services with the San Bernardino County Sheriff's Department which includes the addition of one deputy position;
 - 2) Review and approve Amendment No. 3 to the Reimbursement Agreement between the City of Highland and East Valley Water District for Law Enforcement Services (FY 2024/2025); and
 - 3) Review and approve budget adjustments related to the additional cost of one deputy position.
3. FY 2023/24 Pavement Management Program Sector A and B Pavement Rehabilitation (Project No. str23003)
RECOMMENDATION: That the Subcommittee:
 - 1) Approve a proposal from Willdan Engineering to provide engineering design services for the FY 2023/24 Pavement Management Program Sector A and B Pavement Rehabilitation Project; and
 - 2) Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

ADJOURN

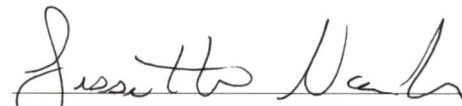
I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 1st day of May, 2024, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: May 1, 2024

A handwritten signature in blue ink, appearing to read "Lissette Nock", is written over a horizontal line.

Lissette Nock
Deputy City Clerk

CALL TO ORDER

The Finance/Personnel Subcommittee special meeting was called to order at 8:00 a.m. at the Highland YMCA, 7793 Central Avenue, Highland, California.

ROLL CALL

Present: McCallon, Timmer

Absent: None

PUBLIC COMMENT

None

BUSINESS ITEMS

1. Minutes - December 21, 2023 Closed Session Meeting
Approved the Minutes as submitted.
2. Minutes - December 21, 2023 Meeting
Approved the Minutes as submitted.

CLOSED SESSION

Public Employee Appointment Pursuant to Government Code Section 54957
Title: City Manager

ADJOURN

There being no further business, the meeting was adjourned at 3:30 p.m.

Submitted by:

Approved by:

Lisette Nock, Deputy City Clerk

Subcommittee Member



STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 6, 2024

FROM: Carlos Zamano, City Manager *CZ*

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer
Leticia Nava-Cruz, Assistant Director of Administrative Services *LNC*

SUBJECT: Sheriff's Department Schedule A amendment for FY 2024-2025 & Amendment No. 3 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services for FY 2024-2025.

RECOMMENDATION:

1. The Finance Subcommittee review and approve item to be brought forward to City Council regarding execution of the amended Schedule A contract (FY 2024-2025) for Law Enforcement Services with the San Bernardino County Sheriff's Department which includes the addition of one Deputy position; &
2. Review and approve item to be brought forward to City Council regarding Amendment No. 3 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services (FY 2024-2025); &
3. Review and approve budget adjustments related to the additional cost of one Deputy position.

FISCAL IMPACT: The fiscal impact of the amended Schedule A for FY 2024-2025 is \$13,040,261 of which \$312,785 will be reimbursed by EVWD. There are sufficient funds in the FY 2024-2025 budget for this if proposed budget adjustments for an additional Deputy Position are approved.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The proposed FY 2024-2025 Schedule A reflects an overall increase of \$612,861 (\$13,040,261-\$12,427,400) or 4.9% from the 2023-2024 Schedule A. There are proposed increases to service levels in this proposed Schedule A with the addition of one Deputy position.

The reasons for the \$612,861 increase (by line item) are included in Attachment 3. If approved, one Deputy position will be added at a cost of approximately \$263,769. The proposed Schedule A also includes the addition of body worn cameras and two additional Mobile Data Computers (MDC). One MDC will be assigned to the Detective Bureau and the other to the Child and Family Services Investigator. The cost of the Deputy paid by EVWD is \$312,785. EVWD has been made aware of this cost and will remit payment to the City on or around July 1, 2024. The costs include the position (salary & benefits), a marked unit, equipment, and all insurance such as personal liability and vehicle. EVWD has agreed to supply a workspace for the deputy and understands that ultimate command and control

of the deputy will remain at the discretion of the Highland Police Department Command Staff.

The deputy will continue to be utilized to assist with security at all EVWD sites, conduct criminal investigations involving EVWD property, assist EVWD personnel with some customer conflicts and stand-by on some water shut offs.

Attachments:

1. FY 2024-2025 Schedule A (proposed) 41st amendment.
2. FY 2023-2024 Schedule A (actual) 40th amendment.
3. Comparison of FY 2023-2024 Schedule A (actual) to FY 2024-2025 Schedule A (proposed).
4. FY 2024-2025 Amendment No. 3 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services (proposed).
5. Budget Adjustments (proposed).

Attachment 1
FY 2024-2025 Schedule A (proposed) 41st amendment.

SCHEDULE A
LAW ENFORCEMENT SERVICES CONTRACT
CITY OF HIGHLAND
FY 2024-25

Proposed - Not Final

CHANGE: Add 1 Deputy Sheriff and 2 MDCs

<u>LEVEL OF SERVICE</u>	<u>FY 2024-25</u> <u>COST</u>
1.00 - Captain	\$ 568,555 ¹
1.00 - Lieutenant	406,966 ¹
6.00 - Sergeant	1,991,460 ¹
3.00 - Detective/Corporal	847,152 ¹
25.00 - Deputy Sheriff Tier 2	5,909,050 ¹
4.00 - Sheriff's Service Specialist	365,456 ¹
1.00 - Secretary	83,503 ¹
4.00 - Office Specialist	354,364 ¹
14.00 - Marked Unit	303,976 ²
7.00 - Unmarked Unit	79,758 ²
1.00 - Mini Van	10,428 ²
2.00 - Command Staff Vehicle	31,556 ²
3.00 - Pickup truck	33,509 ²
2.00 - Citizen Patrol Truck	16,830 ²
1.00 - Citizen Patrol Donated SUV (Equip & Comm Only)	2,480 ³
Dispatch Services	608,653 ¹
61.00 - HTs (Amortization, Access & Maintenance)	93,574
2.00 - Additional MDCs	2,481
34.00 - Taser Replacement (Amortized over 5-years)	11,424
Administrative Support	61,748
Office Automation	148,951
Body Worn Cameras	46,235
Vehicle Insurance	57,374
Personnel Liability & Bonding	740,785
Workers' Comp Experience Modification	74,188
County Administrative Cost	185,312
Startup Cost	4,493
Cost for FY2024-25	\$ 13,040,261 ¹

Monthly Payment Schedule

1 st payment due July 15, 2024:	\$1,086,693
2 nd through 12 th payments due the 5 th of each month:	\$1,086,688

¹ Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.

² Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.

³ No replacement cost is included for grant funded or donated vehicles.

⁴ Services and supplies will be billed to the City on a quarterly invoice.

⁵ Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.

**SCHEDULE A
LAW ENFORCEMENT SERVICES CONTRACT
CITY OF HIGHLAND
FY 2024-25**

Additional Costs Billed Quarterly:

The City will be billed on a quarterly basis for the following items:

- Increase to salaries and benefits resulting from Board of Supervisors - approved changes to Memorandums of Understanding with the County's various employee organizations.
- Actual overtime cost.
- Actual on-call cost (on call pay for safety employees for 2024-25 is \$195 per week).
- Actual cost of vehicle fuel, repair and maintenance, including the cost of collision repair.
- Actual cost of services and supplies.

LEVEL OF SERVICE SUMMARY

SAFETY:

Captain	-	1.00
Lieutenant	-	1.00
Sergeant	-	6.00
Detective/Corporal	-	3.00
Deputy Sheriff Tier 2	-	25.00
		<u>36.00</u>

GENERAL:

Sheriff's Service Specialist	-	4.00
Secretary I	-	1.00
Office Specialist	-	4.00
Dispatchers	-	4.15
		<u>13.00</u>

VEHICLES:

Marked Patrol Units	-	14.00
Safety Unmarked Units	-	7.00
Command Staff Units	-	2.00
Unmarked Units Non-code (Van)	-	1.00
Pickup Trucks	-	3.00
Citizen Patrol	-	2.00
Donated Vehicles-Ins Only	-	9.00 *
		<u>38.00</u>

DONATED VEHICLES LIST:

Citizen Patrol SUV	-	1.00 *
Command Post	-	1.00 *
Light Tower Trailer	-	2.00 *
Utility Trailer-Smart	-	1.00 *
Utility Trailer-Zieman	-	1.00 *
Utility Trailer-Mighty Mover	-	1.00 *
Kawasaki UTV	-	1.00 *
Polaris Ranger	-	1.00 *
		<u>9.00 *</u>

* (Included for insurance costs only)

Attachment 2
FY 2023-2024 Schedule A (actual) 40th amendment.

SCHEDULE A
Law Enforcement Services Contract
City of Highland
2023-24

ROLLOVER

<u>LEVEL OF SERVICE</u>	<u>FY 2023-24</u>	<u>COST</u>
1.00 - Captain	\$	568,025 ¹
1.00 - Lieutenant		397,172 ¹
6.00 - Sergeant		2,032,992 ¹
3.00 - Detective/Corporal		854,190 ¹
24.00 - Deputy Sheriff Tier 2		5,683,320 ¹
4.00 - Sheriff's Service Specialist		350,444 ¹
1.00 - Secretary		81,289 ¹
4.00 - Office Specialist		323,704 ¹
14.00 - Marked Unit		270,412 ²
7.00 - Unmarked Unit		58,171 ²
1.00 - Mini Van		5,386 ²
2.00 - Command Staff Vehicle		24,023 ²
3.00 - Pickup truck		25,406 ²
2.00 - Citizen Patrol - Ford Escape		12,714 ²
1.00 - Citizen Patrol Donated SUV (Equip & Comm Only)		1,613 ³
Dispatch Services		503,516 ¹
60.00 - HTs (Amortization, Access & Maintenance)		83,820
33.00 - Taser Replacement (Amortized over 5-years)		11,088
Administrative Support		49,111
Office Automation		117,320
Vehicle Insurance		34,469
Personnel Liability & Bonding		686,675
Workers' Comp Experience Modification		66,139
County Administrative Cost		186,401
Cost for FY2023-24	\$	12,427,400 ^{1, 3, 4}

Monthly Payment Schedule

1 st payment due July 15, 2023:	\$1,035,624
2 nd through 12 th payments due the 5 th of each month:	\$1,035,616

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³ No replacement cost is included for grant funded or donated vehicles.

⁴ Services and Supplies will be billed to the City on a quarterly invoice.

Attachment 3
Comparison of FY 2023-2024 Schedule A (actual) to FY 2024-2025 Schedule A
(proposed).

Comparison of FY 2023-24 & 2024-25 Schedule A

	Proposed 2024/2025	Actual 2023/2024	Increase/ (Decrease) \$	Increase/ (Decrease) %
Captain	568,555	568,025	530	0.09%
Lieutenant	406,966	397,172	9,794	2.47%
Sergeants	1,991,460	2,032,992	(41,532)	-2.04%
Detectives	847,152	854,190	(7,038)	-0.82%
Deputies	5,909,050	5,683,320	225,730	3.97%
Sheriff Service Specialists	365,456	350,444	15,012	4.28%
Secretary	83,503	81,289	2,214	2.72%
Office Specialists	354,364	323,704	30,660	9.47%
Marked Units	303,976	270,412	33,564	12.41%
Unmarked Units	79,758	58,171	21,587	37.11%
Mini Van	10,428	5,386	5,042	93.61%
Command Staff Vehicles	31,556	24,023	7,533	31.36%
Pickup Truck	33,509	25,406	8,103	31.89%
Citizen Patrol Vehicles	19,310	14,327	4,983	34.78%
Dispatch Services	608,653	503,516	105,137	20.88%
HTs	93,574	83,820	9,754	11.64%
Additional MDCs	2,481	-	2,481	0.00%
Tasers	11,424	11,088	336	3.03%
Admin Support	61,748	49,111	12,637	25.73%
Office Automation	148,951	117,320	31,631	26.96%
Body Work Cameras	46,235	-	46,235	0.00%
Vehicle Insurance	57,374	34,469	22,905	66.45%
Personnel Liability & Bonding	740,785	686,675	54,110	7.88%
Workers Comp Exp Modification	74,188	66,139	8,049	12.17%
Startup Cost	4,493	-	4,493	0.00%
COWCAP	185,312	186,401	(1,089)	-0.58%
	13,040,261	12,427,400	612,861	4.93%

Attachment 4

FY 2024-2025 Amendment No. 3 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services (proposed).

**AMENDMENT NO. 3
REIMBURSEMENT AGREEMENT
BETWEEN THE CITY OF HIGHLAND AND EAST VALLEY WATER DISTRICT FOR
LAW ENFORCEMENT SERVICES**

This Amendment No. 3 Reimbursement Agreement Between the City of Highland and East Valley Water District for Law Enforcement Services ("Amendment No. 3") is made and entered into this 14th day of May 2024 by and between the CITY OF HIGHLAND, a municipal corporation ("City") and EAST VALLEY WATER DISTRICT, a California special district ("EVWD"). The City and EVWD may be collectively referred to as "the Parties".

1. RECITALS

A. On September 28, 2021, the City and EVWD entered into a Reimbursement Agreement for law enforcement services ("Agreement"). Pursuant to the Agreement, beginning January 1, 2022, the City, through its Contract with the County, will provide one Sheriff's deputy to patrol EVWD's Sterling Natural Resource Center and provide law enforcement services to EVWD's 41 sites. EVWD would then be responsible for reimbursing the City for the full cost of the Sheriff's deputy.

B. On May 10, 2022, the Parties entered into Amendment No. 1 to the Agreement to provide that the payment under the Agreement would be \$285,356.00. The cost subsequently increased by \$5,408.00, and the increase was paid by EVWD to the City, for a total of \$290,764.00 for Fiscal Year 2022-2023.

C. On May 9, 2023, the Parties entered into Amendment No. 2 to provide that payment under the Agreement for one (1) Deputy would be \$304,254.00 for Fiscal Year 2023-2024.

D. The Parties now seek to enter into this Amendment No. 3 to address the contract amount for Fiscal Year 2024-2025. According to the San Bernardino County Sheriff's Department, the full cost of one (1) Deputy for Fiscal Year 2024-2025 is \$312,785.

2. THIRD AMENDMENT

A. Section 3, Payment of the Agreement is hereby amended to read as follows:

3. Payment. On or before July 1, 2024, EVWD shall pay to the City Three Hundred Twelve Thousand Seven Hundred Eighty-Five Dollars (\$312,785) for the full cost of the Sheriff's deputy. The cost breakdown is attached hereto as Exhibit "B". Thereafter, on or before July 1st of each subsequent year, EVWD shall pay to the City the full cost of the Sheriff's deputy based on the revised schedule of payment. The parties acknowledge that the cost of the Sheriff's deputy may change each year and that the full cost that the City pays the County for the Sheriff's deputy shall be passed

through to EVWD. Beginning in June 2022, no later than June 1st of each year, the City shall provide to EVWD a new schedule of payment for the Sheriff's deputy that will replace Exhibit "B" hereto. Beginning in June 2022, no later than July 1st of each year, EVWD shall pay to the City the amount set forth in Exhibit "B".

The City's Contract with the County provides that personnel costs include salary and benefits are subject to change by Board of Supervisor action. The Contract further provides that changes in salary and benefit costs will be billed to the City on a quarterly basis. If the cost for the Sheriff's deputy increases in any year after payment has been made by EVWD to the City, the City shall promptly notify EVWD of the additional cost and EVWD shall pay the City the additional cost within thirty days of receipt of the City's notice."

B. Exhibit "B" of "Amendment No. 3" shall replace Exhibit "B" of "Amendment No. 2" dated May 9, 2023.

C. All other Exhibits and provisions of the Agreement shall remain in full force and effect.

3. SEVERABILITY

If any provision of "Amendment No. 3" shall be adjudged to be invalid, void, or illegal, it shall in no way affect, impair or invalidate any other provision(s) hereof, the parties hereby agreeing that they would have entered into the remaining portion of "Amendment No. 3" notwithstanding the omission of the portion or portions adjudged invalid, void, or illegal.

4. COUNTERPARTS

"Amendment No. 3" may be executed in any number of counterparts, each of which, when executed and delivered, shall be deemed to be an original, and all of which, taken together, shall be deemed to be one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed "Amendment No. 3" on the date and year first above written.

CITY OF HIGHLAND

EAST VALLEY WATER DISTRICT

Carlos Zamano, City Manager

Michael Moore, General Manager/CEO

ATTEST:

Alondra Muñoz, City Clerk

APPROVED AS TO FORM:

Maricela Marroquin, City Attorney

Exhibit "B"
Payment Schedule
FY 2024-2025 (July 1, 2024 - June 30, 2025)

Deputy Sheriff: **\$236,362**

Marked Patrol Unit: **\$21,713**

Plus, other costs such as: HT radio and taser, Dispatch Services, Administrative support, Vehicle and Personnel Liability and Insurance is approximately **\$54,710**.

Total Cost for the above deputy and equipment in FY 2024-2025 (July 1, 2024 - June 30, 2025) is **\$312,785**.

**SCHEDULE A
LAW ENFORCEMENT SERVICES CONTRACT
CITY OF HIGHLAND
FY 2024-25**

Cost of 1-Deputy Sheriff for Water Company Assignment

		FY 2024-25
<u>LEVEL OF SERVICE</u>		<u>COST</u>
1.00 - Deputy Sheriff Tier 2		236,362 ¹
1.00 - Marked Unit		21,713 ²
Dispatch Services		20,991 ¹
1.00 - HTs (Amortization, Access & Maintenance)		1,534
1.00 - Taser Replacement (Amortized over 5-years)		336
Administrative Support		1,403
Body Worn Cameras		1,360
Vehicle Insurance		2,083
Personnel Liability & Bonding		20,866
Workers' Comp Experience Modification		1,755
County Administrative Cost		4,383
Cost for FY2024-25		\$ 312,785 ¹

Monthly Payment Schedule

1 st payment due July 15, 2024:	\$26,070
2 nd through 12 th payments due the 5 th of each month:	\$26,065

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³ No replacement cost is included for grant funded or donated vehicles.

⁴ Services and supplies will be billed to the City on a quarterly invoice.

Attachment 5
FY 2024-2025 Budget Adjustments (proposed).

Proposed Budget Adjustment for Additional Deputy

General Fund

<u>Expenditure</u>	<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Proposed Increase</u>	<u>Current Budget</u>	<u>Proposed Budget</u>
Cost of additional Deputy on Sheriff Contract	001-General Fund	2000-Police Department	4560-Contract Services Sheriff	112,000	13,751,610	13,863,610

Summary

Current City 24/25 Expenditure Budget
 Total Proposed 24/25 Expenditure Increases
 Total Proposed City 24/25 Expenditure Budget

61,595,135
 112,000
 61,707,135

Total Proposed Expenditure Increases 112,000

Proposed Budget Adjustment for Additional Deputy

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
To offset cost of additional Deputy position	021-COPS	8450-AB 3229	9350-COPS Grant	7,500	175,000	182,500

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
To offset cost of additional Deputy position	001-General Fund	1450-General Government	7010-Property Tax	2,500	5,347,125	5,349,625
To offset cost of additional Deputy position	001-General Fund	1450-General Government	7075-Property Tax Residual Balance	27,500	964,690	992,190
To offset cost of additional Deputy position	001-General Fund	1450-General Government	7010-Property Tax VLF	27,500	6,818,965	6,846,465
To offset cost of additional Deputy position	001-General Fund	1450-General Government	8600-Interest	42,000	238,495	280,495
To offset cost of additional Deputy position	001-General Fund	1450-General Government	9010 Motor Vehicle In-Lieu Tax	5,000	40,000	45,000

Summary

Current City 24/25 Revenue Budget	54,499,475	Total Proposed Revenue Increases	112,000
Total Proposed 24/25 Revenue Increases	112,000		
Total Proposed City 24/25 Revenue Budget	54,611,475		



STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: May 6, 2024

FROM: Carlos Zamano, City Manager *CZ*

PREPARED BY: Jennifer Cioffi, Senior Engineer/Project Manager
Ben Booth, Senior Civil Engineer *BB*

SUBJECT: FY 2023-24 Pavement Management Program
Sector A and B Pavement Rehabilitation
(Project No. str23003)

RECOMMENDATION: It is recommended that the Finance Subcommittee:

1. Approve proposal from Willdan to provide engineering design services for the FY 2023-24 Pavement Management Program. Sector A and B Pavement Rehabilitation Project, and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

FISCAL IMPACT: The proposed scope and fee for Willdan based on actual time and material, is not-to-exceed \$67,608. This work will be funded with General Capital Financing for Pavement Impact Fee. The 10% contingency amount of \$6,760 will be used to cover any additional services, if needed, and requested by City staff during the course of the project.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Implementation of the 5-Year City-wide Pavement Management Program (PMP) is an HP+ Priority work item. This 5-Year Program includes preventive maintenance and rehabilitation improvements to existing pavement on various street segments located City-wide that are grouped into 5 Sectors: A, B, C, D and E. Sector A and B pavement rehabilitation will be the first phase of work on the approved 5-Year PMP.

The Sector A and B project involves rehabilitation of 21 street segments, or approximately 2.5 miles of roadway, as follows:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
3 rd St.	227' E/O Shirley Ave.	209' W/O Shirley Ave.
3 rd St.	Del Rosa Ave.	Tippecanoe Ave.
Del Rosa Dr.	S. Edge/O Creek Br.	3 rd St.
Highland Ave.	W. City Limit	Robinson Rd.
Palm Ave.	S. Edge of SR-210 Bridge	312' S/O S. Edge of Bridge
7 th St.	Sterling Ave.	E. End
Alice St.	N. End	15 th St.
Bonita Dr.	N. CDS	Fisher St.

Bradford Ave.	N. CDS	Fisher St.
Center St.	N. CDS	Fisher St.
Clifton Ave.	Cole Ave.	Reedy Ave.
Cole Ave.	Pacific St.	City Limit
Golondrina Dr.	Flamingo Rd.	9 th St.
Goodman Ct.	Victoria Ave.	E. CDS
Guthrie St.	11 th St.	9 th St.
Main St.	Cole Ave.	Palm Ave.
Mansfield St.	W. End	San Francisco St.
Palm Ave.	104' N/O Atlantic Ave.	N. Edge of SR-210 Bridge
Reedy Ave.	Main St.	City Limit
San Francisco St	14 th St.	San Francisco Ct.
Victoria Ave.	450' N/O Highland Ave.	Highland Ave.

It should be noted that street segments may have various levels of missing curbs and gutters, and ADA facilities, i.e., sidewalks and curb ramps. The project objective, however, is to improve the existing roadway surface with minimal work on existing curb and gutters. The construction budget for this project is \$2.7 million for both Sector A and B.

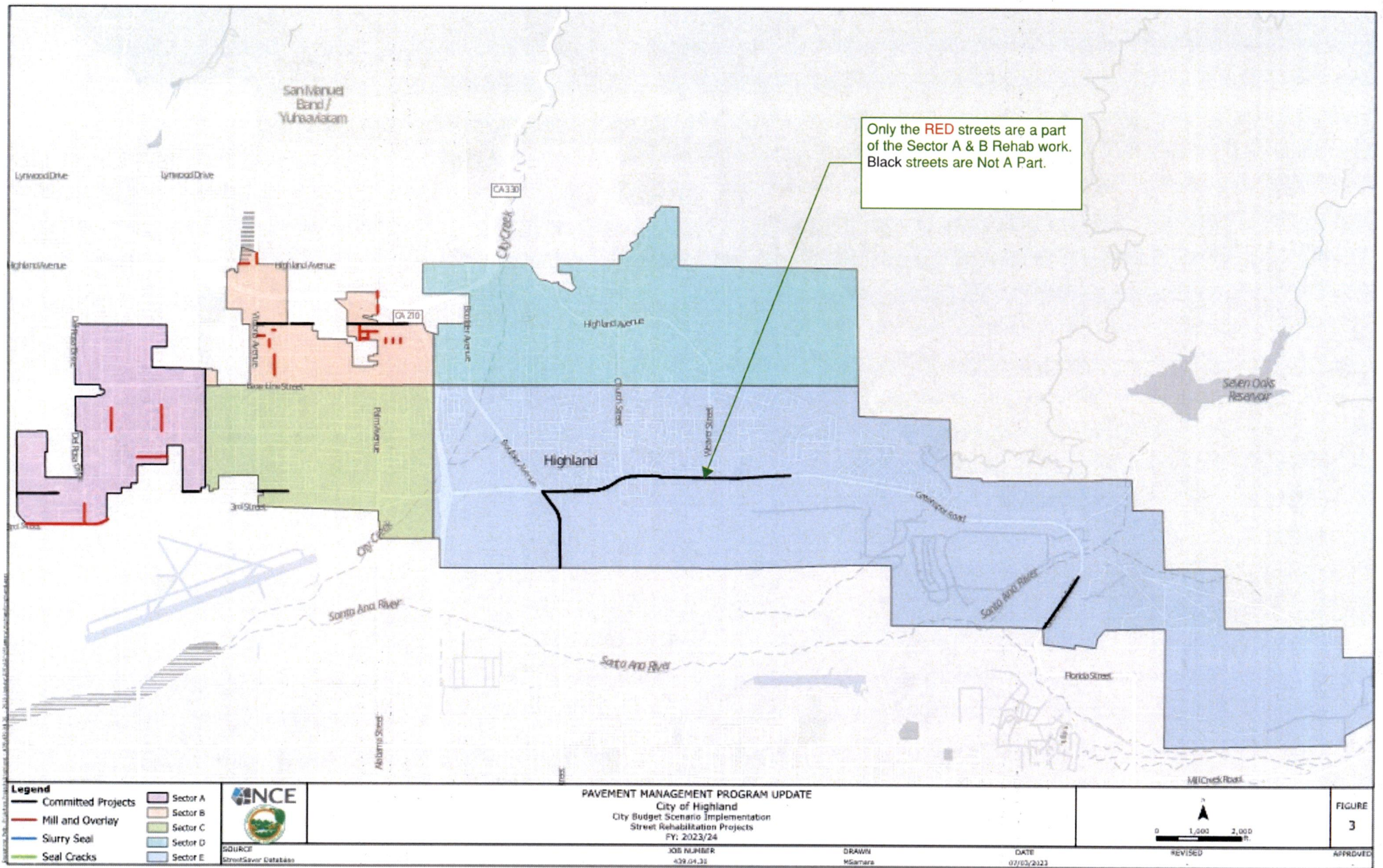
Willdan has proposed to provide the project design services for a not-to-exceed amount of \$67,608. The scope of services includes utility notifications, field reviews and measurements to determine pavement treatment types, preparing contract documents, plans, specifications and cost estimates, and providing technical assistance during the bid advertisement and construction phases (Attachment B).

Staff requested a proposal from Willdan, Engineering Resources of Southern California and TKE Engineering, Inc. to provide professional design services. The proposals were reviewed by City staff, and Willdan was the top-ranked firm. Willdan has worked with the City on many projects, and have provided these same services for numerous projects using the same experienced team.

Staff has reviewed the proposed fee of \$67,608 which is 2.5% of the City's construction budget of \$2.7 million. Staff found Willdan's fee proposal reasonable and is recommending it for Subcommittee approval.

Attachments:

- A. Sector A & B Pavement Rehabilitation Street Location Map
- B. Willdan Design Services Proposal





March 18, 2024

Mr. Carlos Zamano, PE
Public Works Director/City Engineer
City of Highland
27215 Base Line
Highland, CA 92346

**RE: Proposal to Provide Professional Engineering Services for FY 2023-24
Pavement Management Program, Sector A and B Pavement Rehabilitation
(Project No. str23003) (Revised)**

Dear Mr. Zamano:

Willdan Engineering (Willdan) is pleased to submit this proposal to provide professional engineering services for the FY 2023-24 Pavement Management Program, Sector A and B Pavement Rehabilitation Project. It is our understanding that the proposed improvements will take place on 21 street segments (approximately 2.5 miles in total length), throughout the City of Highland. We understand that the work will include various types of pavement rehabilitation strategies depending on the pavement condition. During our initial field review, we will identify areas of non-compliance with ADA facilities.

Willdan has demonstrated expertise in providing design and pavement engineering services for thousands of projects for local agencies throughout California, especially the most recently complete City's FY 20-21 and FY 22-23 CDBG Pavement Improvement Project. Throughout our 50 years of experience, we have come to know the intricacies of the project development process. As a large municipal services firm operating primarily in southern California, Willdan is the best choice, both technically and operationally, to perform the entire scope of work outlined in the City of Highland's Request for Proposal.

To ensure that our project approach will meet the City of Highland's objectives on schedule and within budget, we have assembled a project team with the expertise, experience, and availability to accomplish your goals. Our Project Manager, Tyrone Peter, possesses over 17 years of design experience. He has designed over 1,000 projects for local cities, outside agencies, and Caltrans projects, and has managed a variety of projects covering street improvements and traffic design. He will be supported by a team that not only has worked together on similar projects and are some of the best experts in their respective disciplines.

We are committed to working tirelessly to resolve project issues with project stakeholders and will apply technical expertise, local knowledge, and professional relationships to provide the City of Highland with a cost-effective project completed within the City's construction budget. The advantages the Willdan Team brings to the City of Highland include the following:

- **Project Specific Knowledge.** Willdan has firsthand experience with projects within the city limits, including the plans, specification, and estimates (PS&E) for the Federally Funded Safe Routes to School Project (SRTS:-5549(026)) which included the McKinley Street limits and the southerly end of Cunningham Street at 9th Street, and the FY 2021-22 and FY 2022-23 CDBG Pavement Improvement Projects. Willdan collected survey data, developed base

plans, performed field work, performed utility coordination and notifications, and is assisted with the federal grant administration. The Willdan design team is intimately familiar with the project limits. Our knowledge of the project allows us to develop the rehabilitation improvement plans with a minimal learning curve. Furthermore, our understanding of the overall project picture will facilitate coordination between staff and the design team.

- **Turn-Key Services.** Willdan provides expert in-house consulting and design services for the full spectrum of project needs, including roadway, water, sewer, neighborhood traffic programs, traffic signal systems, drainage structures, major highway facilities, bridges, and structures.
- **Staff Augmentation Experience.** Be it on a full-time or part-time in-house basis, by project, or in consultation, we offer staff augmentation services provided by experienced professionals who have likely served in a public agency in a management capacity. Familiarity with the unique processes and policies of public agencies allows our professionals to make educated decisions without the need for further consultation, offering multidisciplinary skills through a sole consultant.
- **Highland Experience and Multi-Disciplinary Relationships with City Staff.** Through the past assignments that we have completed for the City's Public Works Department, we have amassed a breadth of knowledge of the City's policies, practices, and procedures. We have provided design for the City's improvement projects, interchange program management, CM/Inspection services, Building and Safety services, and have provided staff augmentation. As a result of the multiple-disciplinary services that we have provided to the City, our key staff has established relationships with City staff in all of the departments/divisions that will be involved in the FY 23-24 Pavement Management Program, Sector A and B Pavement Rehabilitation Project. With our past design and construction management experience and our relationships with City staff, Willdan will seamlessly coordinate all aspects of the project.

Willdan is excited about this opportunity to use our team's skills and expertise to assist the City of Highland with professional engineering services for the FY 2023-24 Pavement Management Program, Sector A and B Pavement Rehabilitation Project (Project No. str23003). Please feel free to contact us to discuss any aspect of this proposal. Mr. Tyrone Peter can be reached at 714.393.1963 or tpeter@willdan.com; I can be reached at 562.368.4848 or vmunoz@willdan.com.

Respectfully submitted,

WILLDAN ENGINEERING



Vanessa Muñoz, PE, TE, PTOE
President

Enclosures

910005/WW.00.60/P24-091_26151

UNDERSTANDING

The City of Highland desires professional engineering design services for the pavement rehabilitation on 21 city street segments, approximately 2.5 miles in total length, identified as Sector A and B on Attachment 1 to the RFP titled "Pavement Management Program Update" for FY 23/24, Project No. str23003. The services include utility coordination, preparation of plans, specifications, and estimate (PS&E) and engineering during construction. Some street segments are missing sections of curbs and gutters, and ADA facilities. However, the primary intention of this project is to improve the existing roadway surface, with minimal work on existing curb and gutters. During our initial field review, Willdan will also identify any drainage deficiencies that will need to be addressed during the design phase of the project.

APPROACH

Willdan Engineering's approach to this assignment will start with a meeting with the City staff to discuss and obtain any special project requirements and to reaffirm the City's and residents' precise desires and needs. Willdan Engineering is highly familiar with the preferred approach to both the design and construction of these projects from numerous years of past experience in the City's annual program.

Preliminary research and utility coordination will then be performed to gather any additional as-built information in order to supplement project data already obtained through the recent improvement projects.

In conjunction with the preliminary research and utility coordination, a pavement analysis will be performed. A record of crack pattern quantities and characteristics will be prepared for street segments within the project limits, including estimated removal repair quantities. This will be utilized to establish rehabilitation strategies with appropriate overlay thicknesses and budgetary costs. A thorough analysis of overlay strategies will also be performed, plus the full range of interlayers will be considered.

Base plans will be developed for all street segments utilizing available As-built plans provided by the city. These plans will be used by the engineers to identify locations for required reconstruction, and to gather field information in general.

Using the base plans, our engineers will perform a field assessment of the streets to develop estimated quantity of asphalt reconstruction repairs and the design overlay thickness on each street. Cross slopes will be measured with smart levels and general conditions of concrete infrastructure will be recorded and evaluated.

From our preliminary review of the existing pavement conditions, it appears that a uniform cold mill and overlay strategy will meet the City's life expectancy requirements within the City's budget.

After completion of our research and preliminary field review of the existing pavement conditions, Willdan will prepare pavement strategies for each street and prepare preliminary construction estimates for comparison to the City's construction budgets. After the field inventory and pavement engineering analysis has been completed, the findings and alternatives will be reviewed with City staff and any adjustments will be made to provide for a final decision on the precise rehabilitation strategy to utilize on the street segments.

The base plans, locations and limits will be plotted for areas to be overlayed, areas of failed pavement to be removed and reconstructed, or other specialized treatments, etc., depending on the selected pavement design strategy. Concrete rehabilitation locations and limits will be shown on the plans. All other pertinent details required for a contractor's successful execution of the project and as specified in the City's RFP will also be shown, including the existing surface utility facilities to be adjusted to grade. Details and typical cross sections to fully define the roadway rehabilitation will be developed.

Detailed specifications will be prepared outlining special material and construction requirements. To ensure quality control and minimize construction debris and disruption to the public, as well as to allow for cost-effective construction management and observation, we will include provisions in the project specifications for a controlled prosecution of work by the contractor. Additionally, provisions for ensuring contractor compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) and the Clean Water Act will be included.

SCOPE OF WORK

Task 1 – Project Management

The management and close coordination with all parties involved is critical for the successful completion of any project. Willdan takes pride in the high level of service we provide to our clients. Three key elements to successful project management include a project kick-off meeting, the project design requirement letter, and project status reports.

1. A project pre-design meeting will be scheduled to include City staff. The city will provide a detailed explanation of the project scope and schedule. Major aspects of the project will be discussed including the design criteria, utility coordination, plan preparation and specifications, estimates, submittal reviews, bid process, and anticipated construction issues. In addition to the kick-off meeting, Willdan will attend design meetings for the various submittal stages - three (3) meetings; 65% 95%, and final as well as the pre-construction meeting to discuss project-specific issues or concerns. Requests for attendance at additional meetings other than those discussed above (a total of five (5) meetings) will be for an additional fee.
 - The design criteria, responsibilities, and findings from the project pre-design meeting will be summarized in a design criteria letter that will be distributed to the project team.
 - Willdan will prepare and distribute the agendas and minutes for all project meetings.
 - Willdan will submit monthly progress reports to the Project Engineer via e-mail or phone conversations.

Task 2 - Preliminary Engineering

2.1 Utility Notification/Coordination

Willdan will mail notices to the utility companies in accordance with the City's procedures. Documentation of contacts and responses will be copied to the City. Willdan will prepare the utility notices and deliver them to the City for mailing under City letterhead. If so desired by the City, Willdan can transmit these notices under Willdan's letterhead; however, the City shall be responsible for any fees assessed to Willdan by the utility companies.

Willdan will also provide utility dispositions identifying existing utility locations above and below ground.

Willdan will be responsible for the following:

- Notify and coordinate with the utility agencies regarding the project-related modification of their facilities.
- Determine special requirements for utility facilities, including protection, right-of-way, and construction methods within the vicinity of the utility.
- Provide a second utility notification letter (Prepare to Relocate) and a third utility notification letter (Notice to Relocate).
- If necessary, provide a fourth utility notification letter (Notice to Relocate immediately).
- Submit a preliminary and final set of plans to each utility company that provides the location, elevation of the utility, and the conflict area clouded to show the utility companies the areas that conflict.
- Verify that the project's final design is compatible with known utilities in the project area to be installed, relocated, adjusted, or otherwise modified, including adding utility relocation windows into the construction schedule as necessary.
- Attend only one (1) City's quarterly utility coordination meeting.

Willdan will provide the City a copy of transmittals, submittals, and letters sent to utilities and agencies regarding the project. Finally, Willdan will provide the City with a brief written summary of utility coordination status upon delivery of final construction contract documents to the City.

2.2 Pavement Engineering/Field Investigation

The base plans will be prepared at a horizontal scale of 1" = 40'. Willdan staff will utilize the base plans during our pavement engineering analysis and field investigation to document the locations for the proposed improvements.

Our staff will perform a field reconnaissance to gain familiarity with the site and specific pavement conditions, especially potential reconstruction areas and quantities, as pertain to various viable strategies, and special problems that may require a form of pre-treatment prior to or in conjunction with the overlay. The field reconnaissance shall judge the physical properties and structural capacity of the pavement.

We will present to City staff the viable strategies that would be recommended as alternatives for pavement upgrades. Value engineering will include analysis and comparison of costs and constructability issues for various types of reconstruction. Based on City agreed strategies, incorporate project special conditions, unique engineering and constructability considerations and concerns, and City agreed preferences into the design plans.

During our field review we will identify locations within the project limits that have damaged segments of sidewalk, curb and gutters, curb returns, ADA ramps, and drive approaches. Non-ADA compliant conditions will be identified. A list of identified sub-standard existing facilities will be prepared including recommended cost-effective solutions. We will identify areas within the project limits that require drainage correction improvements to mitigate standing water and

propose cost effective solutions to mitigate surface drainage obstacles resulting from raised curbs, tree-root damage, deterioration of street pavement, and deficient cross-gutters.

2.4 Preliminary Cost Estimate

As the preliminary design is defined, a preliminary cost estimate of the total project cost will be prepared for each street.

We will meet with the City's project representatives and involved others to review and discuss the contents of the preliminary engineering and assist in reaching approval of a final design guide or approach.

Task 3 - Final PS&E

3.1 Design Plans

Design plans will be prepared in accordance with the City of Highland's drafting standards, format, and conventions. Final plans will be computer-drafted in AutoCAD format for standard 24"x36" plans. The street improvement plans and detail sheet will provide the construction contractor with the direction required to successfully complete the construction project. The existing signing and striping and traffic signal loop replacement will be shown on the street improvement plans including the necessary details. Plans will be prepared as follows:

Title Sheet	1 sheet
Detail Sheet	1 sheet
Street Improvements at a scale of 1" = 40'	6 sheets
TOTAL	8 sheets

3.2 Specifications

Willdan will prepare both the technical and special provision specifications in Microsoft Word for Windows format. We will utilize the latest edition of the Standard Specifications for Public Works Construction (Green Book) and subsequent amendments for the majority of the project improvements. The Caltrans Standards Specifications will be used for the traffic signals, striping, and traffic signs. Separate proposal bid schedules will be included in the project specifications to separate the improvements for each street.

As part of the special provisions, Willdan will define parameters for the construction contractor to prepare and submit actual construction phase traffic control plans.

3.3 Cost Estimate

Based on the design plans, Willdan will prepare a detailed set of construction quantities, which will include all items of work to be included in the construction cost estimate, such as: curb and gutter, sidewalk, pavement rehabilitation items, etc.

Upon completion of the quantification of the various construction quantities, an engineer's opinion of probable construction cost (EOPCC) will be prepared for each street (Sector) detailing the anticipated construction items for the project. The bid schedule will consist of two

sections: one for Sector A and the second for Sector B, providing the city with flexibility in managing the construction phase of the project.

The costs will be based on recent bid prices for similar projects as maintained by local agencies and Willdan.

Task 4 – Construction Engineering

4.1 Bidding Assistance

Willdan will provide responses to RFI's from contractors and suppliers and maintain a log of questions and responses to bidders' questions, preparation of addenda to the PS&E if needed and provide consulting and interpretation with respect to the construction documents.

4.2 Construction Assistance

Willdan will be available to attend the pre-construction meeting and respond to requests for information (RFI) regarding the construction documents and review the contractor's submittals for compliance with the project specifications. Willdan will assist the City in issuing contract change orders regarding any omissions or conflicts in the design, at no charge to the City.

4.3 As-Built Plan

Upon completion of project construction, Willdan will incorporate the redline as-built comments prepared by the Contractor and project inspector on their copies of the signed design plans into a set of Mylar record drawings which shall be provided to the City.

City Responsibilities

- Provide as-built plans for street, traffic signal and storm drains
- Provide utility contact list
- Provide boiler plate city specifications
- Provide timely reviews of submittal materials

Assumptions

- Field Survey is not anticipated, We will prepare the base sheets from as-built plans.
- Geotechnical investigation and pavement cores are not anticipated.

Deliverables

The Willdan team will prepare appropriate design review packages and submit them to the City's Project Manager in accordance with the following schedule at the end of this proposal:

- 65% PS&E
- 95% PS&E
- 100% PS&E
- Final Mylar plans (Record Drawings)

Prior to submittal of the 100% plans, Willdan will provide a complete constructability review of this project as part of the design process. This review is a standard quality control measure used by Willdan to help limit contract change orders and potential claims against this project. This review shall include, but not be limited to the following tasks:

- Perform a complete job walk reviewing the existing improvements and identifying potential conflicts, including traffic control, pedestrian, access, utilities, and right-of-way issues
- Review the design and specifications to identify potential construction issues
- Prepare a detailed report to be submitted to the design team for review

Upon approval by the City of the 100% documents, Willdan will submit the Mylar plans stamped and signed by the engineer.

Electronic Files

Upon review and approval by the City of the 100% submittal, Willdan will submit the following electronic files:

- One (1) set of quantity calculations and estimate in Excel format;
- One (1) set of final design and check calculations in Excel format;
- One (1) electronic file of contract bid documents and specifications in Microsoft Word and Excel format;
- One (1) electronic file of design drawings in AutoCAD format.

QUALITY CONTROL & QUALITY ASSURANCE

Willdan recognizes the importance of quality control and its direct relationship to a project's success. Willdan's Quality Assurance Manual includes a series of checking procedures for contract documents and involves quality control reviews by senior level staff. The project quality assurance plan will identify checking procedures for computations, plans, and submittals and will provide procedures for corrections and back checking. The basic goal of the quality assurance plan is to provide quality work delivered on time and within budget.

Quality control is an ongoing process with concepts and solutions subject to change and improvement throughout the design. The primary tool is periodic project team meetings with goals of addressing interdisciplinary coordination issues, identifying key dates for information to maintain the project schedule, investigating constructability, discussing the construction sequence, and tracking progress. Senior level staff not involved with the design of the project will perform an independent review of the plans, specifications, and estimates prior to submittal to the City.

Willdan requires formal quality control reviews at three critical stages; namely 65-, and 95-, and 100 percent of completion. Quality control comments and resulting actions are noted and compiled for Willdan's file review.

PROJECT TEAM

Willdan offers the City of Highland a highly qualified team of professionals with the technical qualifications and diverse capabilities necessary to undertake the preparation of the City's Street Pavement Rehabilitation project. Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the specific individuals assigned to the project team. Team members need the experience and knowledge to quickly resolve project challenges and field issues; but they also need excellent communication skills to interact with the various stakeholders. The Willdan Team meets these requirements and will complete the City of Highland's project in outstanding fashion!

Public agency transportation infrastructure projects are the cornerstone of Willdan's business. We have provided transportation-related services to local agencies for over 50 years on projects totaling more than \$750 million in construction costs.

Willdan staff knows the local stakeholders in the City of Highland and has outstanding relationships with local utility companies. Our relationships and knowledge allow us to put together an unparalleled team that is technically qualified to assist the City of Highland in performing the entire scope of work as described in the RFP. The capabilities of our team will meet and exceed the engineering and management activities required by the City.

Our turnkey team, further augmenting our experience and qualifications, set us apart from other firms. Superior credentials, combined with relevant, local experience on similar projects, means this team is the clear choice for the City of Highland.

Willdan is committed to providing the staffing and resources required to complete the City of Highland's project on schedule and within the allotted and agreed-upon budget. To ensure we meet this commitment, we prepare labor projections and resource allocations for our projects. Projections are made for each project and then aggregated by the Director to produce group-/office-wide labor needs and to identify shortages or surplus. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis.

QUALIFICATIONS OF STAFF PROPOSED

The following is a brief description of the key project team members and their role on these projects. Additional detailed information is provided for reference in the attached resumes for each team member.

Ms. Vanessa Muñoz, PE, TE, PTOE will serve as **Principal-in-Charge** and will have primary responsibility for project delivery and budget control and will be the daily point of contact for the City contract. **Ms. Muñoz** is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects with over 24 years of experience. She has designed over 1,000 signalized intersections and supervised completion of over 1,000 projects for a variety of large- to small-scale projects. Her area of expertise includes traffic impact studies, engineering and traffic surveys, design and operations, municipal engineering, and operational analyses. Ms. Muñoz is responsible for analysis, coordination, and preparation of plans, specifications, and estimate for traffic signals, signing, striping, traffic control, flashing beacons, street lighting, interconnect, parking lots, street widening and resurfacing projects. Ms. Muñoz serves on an on-call basis as the City Traffic Engineer for the Cities of Rolling Hills and Inglewood and has

served in a traffic engineer capacity or as City Traffic Engineer for the Cities of Arcadia, Camarillo, Fontana, and Rancho Palos Verdes.

Mr. Tyrone Peter, PE, will serve as **Project Manager**, and will be responsible for the overall preparation of the pavement rehabilitation design plans, schedule, and budget. **Mr. Peter** has over 17 years of civil design experience, is an accomplished civil engineer for multi-discipline and multi-agency infrastructure projects and is known for providing innovative, quality engineering services to ensure project delivery within budget and schedule. His years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project and make him the perfect fit for overseeing the entire project as well as specific civil engineering tasks. Mr. Peter's comprehensive experience includes design of state highway, new street, street widening, street realignment, pavement rehabilitation, light rail and railroad, grade separation, flood control facility, water, and sewer projects. He has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with subconsultants and multiple technical disciplines.

Mr. Jeffrey Lau, PE, TE, ENV SP, will serve as the Traffic Design Lead and will be responsible for the preparation of the traffic engineering plans and specifications. **Mr. Lau** offers 19 years of traffic design and transportation planning experience. Mr. Lau provides transportation design for Willdan's traffic engineering group and manages design projects for a variety of cities and counties throughout California. He is responsible for analysis, coordination, and design of various projects, including preparation of plans, specifications, and estimate (PS&E) for traffic design projects such as traffic signals, signing and striping, street lighting, and construction traffic control. He has also assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. Mr. Lau is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has supervised completion of a variety of large- to small-scale projects. Mr. Lau has personally designed over 200 new and modified traffic signal installations for cities and other agencies throughout California. He understands the importance of meeting schedules and developing the most cost-efficient project to meet budgetary constraints.

Mr. Matthew Crim, PE, an Assistant Engineer, will prepare the civil engineering plans and specifications. **Mr. Crim** has 4 years of experience with civil design and is proficient in the preparation of both geometric plans and final construction bid documents for a variety of local street, highway, sanitary sewer, water system, and flood control projects. Mr. Crim is experienced with AutoCAD design drafting, Standard Specifications for Public Works Construction (SSPWC), Standard Plans for Public Works Construction (SPPWC), and various local agency standards and procedures.

Ms. Maryanne Truong, ENV SP will prepare the traffic engineering improvements for the project including the traffic specifications. **Ms. Truong** has 5 years of experience with traffic engineering design and has served as an Assistant Engineer involved with the preparation of plans, specifications, and estimates for various types of traffic engineering and transportation planning projects such as traffic signal design, street lighting, signing and striping. Ms. Truong is experienced using AutoCAD, and is familiar with Caltrans' Standard Plans and Specifications, California Manual of Uniform Traffic Control Devices (CAMUTCD), Highway Design Manual, and California Vehicle Code.

Ms. Tamara Boeltl will provide utility coordination services. **Ms. Boeltl** has extensive experience in coordinating the identification and relocations of overhead and underground utilities. She has 35 years of experience and works closely with public agencies and utility companies to identify utility conflicts and make arrangements with each affected utility owner to relocate or upgrade their facilities to ensure projects are completed in a timely manner. Ms. Boeltl works on a daily basis with planners from various utility companies from inception of the project to its completion.

RESOURCE ALLOCATION MATRIX

A resource allocation matrix has been appended to this proposal.

PROJECT SCHEDULE

The proposed project schedule is shown in Exhibit 1 at the end of this proposal.

CITY OF HIGHLAND
PROPOSED PROJECT SCHEDULE

FY 2023-23
Pavement Management Program, Sector A and B Pavement Rehabilitation
Fri 3/29/24

ID	Task Mode	Task Name	Duration	Start	Finish	5/5	5/12	5/19	5/26	June	6/2	6/9	6/16	6/23	6/30	July	7/7	7/14	7/21	7/28	August	8/4	8/11	8/18	8/25	September	9/1
1		Notice to Proceed	0 days	Wed 5/15/24	Wed 5/15/24		5/15																				
2		Kick-off Meeting	0 days	Wed 5/15/24	Wed 5/15/24		5/15																				
3		Project Management	72 days	Wed 5/15/24	Thu 8/22/24																						
4		Preliminary Engineering	21 days	Mon 5/20/24	Mon 6/17/24																						
5		Data Collection and Project Set Up	10 days	Mon 5/20/24	Fri 5/31/24																						
6		Topographic Survey	10 days	Thu 5/23/24	Wed 6/5/24																						
7		Utilities Research and Notices	7 days	Thu 5/23/24	Fri 5/31/24																						
8		Preliminary Design Plans	10 days	Thu 5/30/24	Wed 6/12/24																						
9		Approve Preliminary Design Plans	0 days	Mon 6/17/24	Mon 6/17/24																						
10		Final PS&E	47 days	Tue 6/18/24	Thu 8/22/24																						
11		Prepare 65% PS&E	20 days	Tue 6/18/24	Mon 7/15/24																						
12		65% PS&E	15 days	Tue 6/18/24	Mon 7/8/24																						
13		65% City Review/Comments	5 days	Tue 7/9/24	Mon 7/15/24																						
14		Prepare 95% PS&E	20 days	Tue 7/16/24	Mon 8/12/24																						
15		95% PS&E	15 days	Tue 7/16/24	Mon 8/5/24																						
16		95% City Review/Comments	5 days	Tue 8/6/24	Mon 8/12/24																						
17		Prepare Final PS&E	7 days	Tue 8/13/24	Thu 8/22/24																						
18		Final Utility Notices	5 days	Tue 8/13/24	Mon 8/19/24																						
19		Final PS&E	5 days	Tue 8/13/24	Mon 8/19/24																						
20		Final PS&E Constructibility Review	2 days	Tue 8/20/24	Wed 8/21/24																						
21		Submit Final Bid Document	0 days	Thu 8/22/24	Thu 8/22/24																						

Project: Highland Schedule
Date: Fri 3/29/24

Task
Split
Milestone
Summary
Project Summary

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Vanessa Muñoz, PE, TE, PTOE

Classification: President/Director of Engineering

Project Role: Principal-in-Charge

Profile Summary	
Education	▪ BS, Civil Engineering, California Polytechnic State University, Pomona
Registration	▪ Professional Traffic Operations Engineer ▪ Civil Engineer, California No. 67583 ▪ Traffic Engineer, California No. 2341
Experience	24 Years / 22 Years with Willdan

Ms. Vanessa Muñoz is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has designed over 700 signalized intersections and supervised completion of over 1,000 projects for a variety of large- to small-scale projects. Her area of expertise includes traffic impact studies, engineering and traffic surveys, design and operations, municipal engineering, and operational analyses. Ms. Muñoz is responsible for analysis, coordination, and preparation of plans, specifications, and estimate for traffic signals, signing, striping, traffic control, flashing beacons, street lighting, interconnect, parking lots, street widening and resurfacing projects. She has performed street lighting inventories for master plans, developed design plans and performed energy audits for street lighting conversions and street lighting upgrades. Ms. Muñoz serves on an on-call basis as the City Traffic Engineer for the Cities of Rolling Hills and Inglewood and has served in a traffic engineer capacity or as City Traffic Engineer for the Cities of Arcadia, Camarillo, and Fontana.

Relevant Project Experience

SRTS Schedule I & II. City of Highland, California. Principal-in-Charge/Quality Assurance Manager responsible for providing professional engineering design services to the City of Highland. Willdan assisted the City with the safe route to school (SRTS) Schedule I & Schedule II. Schedule I included the Cypress/Thomson Elementary Schools project (SRT11005) and Schedule II the Lankershim Elementary School (SRT11006). Willdan provided project management, design, geotechnical, survey, utility coordination, assistance with the federal grant program requirement advertising and bidding, and assistance during construction phases.

ATP Cycle 3 Grants, City of Rialto, California. Willdan provided professional engineering services to the City of Rialto for the initial project evaluation and preparation of an Active Transportation Program – Cycle 3 Grant Application. As part of the process Willdan reviewed the necessary documents for the project evaluation and strived to maximize evaluation rating metrics in its analysis for up to four projects that included the following: 1) Mid-block crossing at Maple Avenue for the Pacific Electric Bike Trail 2) Extension of the Pacific Electric Bike Trail from Cactus Avenue to Lilac Avenue 3) A parking lot to serve the Pacific Electric Bike Trail 4) Class II bike lane along Locus instead of Alder. Furthermore, Willdan prepared two applications one for infrastructure and one for a Non-Infrastructure application for the safe route to school program sustainability.

Pavement Rehabilitation at 14 Street Locations (55018-003) & (55017-001), City of San Bernardino, California. Willdan provided evaluation and design services for street pavement and abutting handicapped access ramps on 14 separate street segments throughout the city. Services also included replacement of broken curb & gutter, sidewalk, traffic signal detection loops, and a drainage channel water crossing on Western Avenue. Willdan conducted the field survey for design use and utility coordination while the city provided the pavement parameters and geotechnical data. Pavement rehabilitation methods included removal and replacement, grind and overlay, and slurry seal to accomplish longevity of the pavement.

Tyrone Peter, PE

Classification: Director

Project Role: Project Manager

Profile Summary

Education	▪ BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering ▪ Civil Engineering, Murugappa Polytechnic
Registration	▪ Civil Engineer, California No. 81888
Experience	17 Years / 17 Years with Willdan

Mr. Tyrone Peter is an accomplished civil engineer for multi-discipline and multi-agency infrastructure projects and is known for providing innovative, quality engineering services to ensure project delivery within budget and schedule. His years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project and make him the perfect fit for overseeing the entire project as well as specific civil engineering tasks. Mr. Peter's comprehensive experience includes design of state highway, new street, street widening, street realignment, pavement rehabilitation, light rail and railroad, grade separation, flood control facility, water, and sewer projects. He has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with subconsultants and multiple technical disciplines.

Relevant Project Experience

Priority 1 Street Improvements – Phases 1, Thru 5, City of Lynwood, California. Project Manager responsible for design required for the street improvement program. The project included multiple phases for resurfacing selected local streets throughout the City. Various pavement strategies such as slurry seal, grind and overlay, and total reconstruction were incorporated into the street rehabilitations. Existing water and sanitary sewer mains and services were upsized. Willdan provided engineering design, utility coordination, advertising and bid support, and design support during construction.

Street Resurfacing/Improvements – Zone 2, City of El Monte, CA. Project Manager. The project resurfaced over 8-1/2 miles of local streets in the northwest section of the city. The adjacent properties were developed with primarily residential homes with a few churches, schools, and commercial uses. The project involved three different resurfacing strategies – grind and overlay, cape seal, and slurry seal. Including the various pavement strategies provided an advantage to monitor the construction budget during the design process and revise the pavement strategies as necessary to maximize the pavement life of the improvements while keeping costs within the City's construction budget.

Citywide Street Rehabilitation Project – Overlay and Reconstruction Improvements, City of Pico Rivera. Civil Design Lead. Willdan provided engineering design services, including preliminary engineering, surveying, and preparation of plans, specifications and estimates for assessment of the existing pavement conditions of identified streets, and provide recommendations for the Citywide Street Rehabilitation Project –Overlay and Reconstruction. Improvements for the project included pavement rehabilitation on various roadways segments, parkway improvements, such as reconstruction of existing damaged and uplifted concrete sidewalk, curb and gutter, and drive approaches.

Jeffrey Lau, PE, TE, ENV SP

Classification: Deputy Director

Project Role: Traffic Engineering Lead

Profile Summary

Education	▪ BS, Civil Engineering, California State Polytechnic University, Pomona	
Registration/ Certification	▪ Traffic Engineer, California No. 2835	▪ Civil Engineer, Texas No. 140012
	▪ Civil Engineer, California No. 83887	▪ Civil Engineer, Nevada No. 28303
	▪ Civil Engineer, Colorado No. 56366	▪ Civil Engineer, Minnesota No. 59453
	▪ Civil Engineer, WA No. 58065	▪ Envision Sustainability Professional No. 45376
	▪ Civil Engineer, AZ No. 70072	
Experience	19 Years / 17 Years with Willdan	

Mr. Jeffrey Lau offers 18 years of traffic design and transportation planning experience. Mr. Lau provides transportation design for Willdan's traffic engineering group and manages design projects for a variety of cities and counties throughout California. He is responsible for analysis, coordination, and design of various projects, including preparation of plans, specifications and estimate (PS&E) for traffic design projects such as traffic signals, signing and striping, street lighting, and construction traffic control. He has also assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. Mr. Lau is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has supervised completion of a variety of large-to small-scale projects. Mr. Lau has personally designed over 200 new and modified traffic signal installations for cities and other agencies throughout California. He understands the importance of meeting schedules and developing the most cost-efficient project to meet budgetary constraints.

Relevant Project Experience

Highland CDBG Overlay, City of Highland, CA. Provided design input and quality control for plans, specs, and estimates. Preparation of plans, specifications, and estimates (PS&E) for the resurfacing of Cunningham Street and McKinley Street from 9th Street to Base Line. The sidewalk, driveways, and curb & gutter were recently constructed as part of a Safe Route To Schools (SRTS) project, except for the west side of Cunningham Street.

SRTS Schedule I & II, City of Highland, California. Traffic Lead. Willdan assisted the City with the safe route to school (SRTS) Schedule I & Schedule II. Schedule I included the Cypress/Thomson Elementary Schools project (SRT11005) and Schedule II the Lankershim Elementary School (SRT11006).

9th Street Pavement Rehabilitation, City of Highland, CA. Traffic Lead. Willdan provided professional engineering design services to the City of Highland for the pavement rehabilitation of 9th Street between Del Rosa Drive to Palm Avenue (str11002a). The services included: surveying, pavement engineering, utility coordination, preparation of plans, specifications, and estimates (PS&E), and engineering during construction. Some locations along the project limits had cross slope grades exceeding 6% and required identification as well as alternate pavement methods to reduce the cross slopes to less than 6% where feasible.

Pavement Rehabilitation at 14 Street Locations (55018-003) & (55017-001), City of San Bernardino, California. Traffic Lead. Willdan provided evaluation and design services for street pavement and abutting handicapped access ramps on 14 separate street segments throughout the city. Services also included replacement of broken curb & gutter, sidewalk, traffic signal detection loops, and a drainage channel water crossing on Western Avenue. Willdan conducted the field survey for design use and utility coordination while the city provided the pavement parameters and geotechnical data. Pavement rehabilitation methods included removal and replacement, grind and overlay, and slurry seal to accomplish longevity of the pavement.

Kevin Smith PE

Classification: Senior Civil Engineer

Project Role: Civil Assistant Engineer

Profile Summary

Education	▪ BS, Civil Engineering, California Polytechnic State University, Pomona
Registration/ Certification	▪ PE No. 90584
Experience	8 Years / 1 Years with Willdan

Mr. Kevin Smith is responsible for preparation of Micro Station and AutoCAD drawings, both for geometric plans and final construction bid documents for a variety of local street projects and flood control projects and for projects on the state freeway and highway system that are subject to review by Caltrans. Mr. Smith is an experienced with AutoCAD design drafting, Standard Specifications for Public Works Construction (SSPWC), Standard Plans for Public Works Construction (SPPWC), and various local agency standards and procedures.

Relevant Project Experience

Highland CDBG Overlay, City of Highland, CA. Provided design input and quality control for plans, specs, and estimates. Preparation of plans, specifications, and estimates (PS&E) for the resurfacing of Cunningham Street and McKinley Street from 9th Street to Base Line. The sidewalk, driveways, and curb & gutter were recently constructed as part of a Safe Route To Schools (SRTS) project, except for the west side of Cunningham Street. The street resurfacing will complete the improvements of the roadways.

Bloomfield Street Improvement Project, City of Los Alamitos, CA. Senior Engineer in the preparation of PS&E for federal-funded street resurfacing on Bloomfield Street from Katella Avenue to Florista Street.

Ridgecrest West Ward Phase 2, City of Ridgecrest, CA. Senior Engineer for the preparation of PS&E. Willdan provided preliminary engineering, environmental clearance, PS&E preparation, bidding assistance, and federal funding administration for the City's federally funded street improvement project on West Ward Avenue between N. Norma St. and N. Downs Street. The project includes roadway resurfacing and reconstruction for approximately 2,600 feet of West Ward Avenue within the City's right-of-way. All improvements will be constructed within an existing right-of-way and no right-of-way acquisition will be required. Funded by City and federal programs (RSTP and HIP), the planned improvements include rehabilitation of the roadway structural section, construction of ADA-compliant curb ramps and commercial driveways, reconstruction of spandrels and cross gutters, and placement of signing, striping, pavement markings and raised pavement markers. The proposed pavement structural section is anticipated to include some combination of conventional hot mix asphalt with high tensile fiber and a geotextile interlayer.

Hughson - Whitmore Sidewalk, City of Hughson, CA. Facilitated plan production and coordination with sub-contractors. Helped facilitate federal funding requirements. Willdan Engineering (Willdan) is providing professional engineering services for the preparation of plans, specifications, and estimates (PS&E) for sidewalk improvements and proposed grade crossing improvements for Whitmore Avenue and Burlington Northern Santa Fe Railway (BNSF) in Hughson, California. The length of the new sidewalk is approximately 520 feet from the easterly end of the existing sidewalk along the south side of Whitmore Avenue to the southwest corner of Whitmore/Charles. The sidewalk will close a critical gap for pedestrians along Whitmore Avenue. This project will provide improved safety to pedestrians and bicyclists desiring to cross the BNSF railroad tracks to access commercial shopping opportunities on each side of the tracks.

Matthew Crim PE

Classification: Assistant Engineer II

Project Role: Civil Assistant Engineer

Profile Summary

Education	▪ BS, Civil Engineering, California Polytechnic State University, Pomona
Registration/ Certification	▪ PE No. 94393
Experience	4 Years / 4 Years with Willdan

Mr. Matthew Crim is responsible for preparation of Micro Station and AutoCAD drawings, both for geometric plans and final construction bid documents for a variety of local street, highway and railroad projects and flood control projects and for projects on the state freeway and highway system that are subject to review by Caltrans. Mr. Crim is experienced with AutoCAD design drafting, Standard Specifications for Public Works Construction (SSPWC), Standard Plans for Public Works Construction (SPPWC), and various local agency standards and procedures.

Relevant Project Experience

Storm Drain Master Plan Update, City of La Habra, California. Willdan was retained by the City of La Habra to prepare an updated storm drainage master plan. The services included an assessment of existing system facilities and planning capital improvements and budgets. The result was a current plan identification of projects and a basis for a fee assessment.

Alpine Pedal Path, City of Big Bear Lake, California. Assistant Engineer for the preparation of construction documents. Willdan provided design services to the City of Big Bear Lake in order to accomplish another link in the City's expanding network of bike lanes and pedestrian walking facilities in the community. This project segment (about 2050 feet in length) ran along the northerly parkway of Big Bear Blvd (SR 18) and in the easterly parkway of intersecting Sandalwood Dr. It also completed a missing link between Stanfield Cutoff to the east and two large commercial and employment centers west of Sandalwood. By providing a separated bike path and pedestrian walking path it resulted in a safer and more user inviting travel option including a walking path for local students attending the nearby elementary school site. The separate defined travel path for pedestrians and bicyclists reduced the potential for points of conflict with larger motor vehicles traveling at higher rates of speed. The work accomplished in this project segment required coordination with affected utility providers and local transit (bus) and Caltrans (Dist. 8). Once the field survey and geotechnical work was complete and the design concepts prepared the coordination with both the City and Caltrans (Dist. 8) was necessary to obtain an approved design concept before proceeding into full design. Full design included the final alignment, grade, drainage, and required retaining walls which were reviewed and discussed at the 60% 90% and 100% design levels. As the design progressed the potential need for temporary construction easements (TCE's) or more permanent property acquisition were identified and appropriate legal descriptions and exhibits were prepared for consideration.

Pavement Rehabilitation at 14 Locations, City of San Bernardino, California. Assistant Engineer for the preparation of PS&E. Willdan provided evaluation and re-design services to existing street pavement and abutting handicapped access ramps on 14 separate street segments throughout the city. Services also included replacement of broken curb & gutter, sidewalk, traffic signal detection loops, and a drainage channel water crossing on Western Avenue. Willdan conducted the field survey for design use and utility coordination while the city provided the pavement parameters and geotechnical data. Pavement rehabilitation methods included removal and replacement, grind and overlay, and slurry seal to accomplish longevity of the pavement.

Paramount Boulevard Improvement Project, City of Paramount, California. Design Engineer responsible for the preparation of PS&E. The Paramount Boulevard project consists of approximately 2700 lineal feet street improvements, including cold milling, rubberized asphalt overlay, installation of curb ramps, sign and pavement legend replacements, and miscellaneous concrete repairs.

Maryanne Truong

Classification: Assistant Engineer II

Project Role: Traffic Assistant Engineer

Profile Summary

Education	▪ BS, Civil Engineering, California Polytechnic State University, Pomona
Experience	5 Years / 5 Years with Willdan

Ms. Maryanne Truong has served as an Assistant Engineer and is involved with the preparation of plans, specifications and estimates for various type traffic engineering and transportation planning project such as traffic signal design, street lighting, signing and striping. Ms. Truong has experience using AutoCAD, and is familiar with Caltrans' Standard Plans and Specifications, California Manual on Uniform Traffic Control Devices (California MUTCD), Highway Design Manual, and California Vehicle Code.

Relevant Project Experience

Community Pavement and Parking Lots Rehabilitation and Striping, Canyon Lakes Property Owners Association, Canyon Lake, CA. Assistant Engineer. Willdan provided engineering services to implement the adopted 2011 Pavement Management Program. The pavement improvement locations include a 1,300-foot long arterial street segment and 15 parking lots within the gated community. Each parking lot was evaluated to maximize the number of usable parking spaces and improve usability by residents and guests. The project improvements conform to ADA requirements, are consistent with the Association's selected pavement management strategies and previous pavement maintenance actions, provide effective and compliant drainage, and incorporate sustainable practices and applicable standards.

Pavement Rehabilitation at 14 Street Locations (55018-003) & (55017-001), City of San Bernardino, California. Assistant Engineer. Willdan provided evaluation and design services for street pavement and abutting handicapped access ramps on 14 separate street segments throughout the city. Services also included replacement of broken curb & gutter, sidewalk, traffic signal detection loops, and a drainage channel water crossing on Western Avenue. Willdan conducted the field survey for design use and utility coordination while the city provided the pavement parameters and geotechnical data. Pavement rehabilitation methods included removal and replacement, grind and overlay, and slurry seal to accomplish longevity of the pavement.

Arterial Street Resurfacing-2019 (9930), City of Paramount, CA. Assistant Engineer. The Paramount Boulevard project consists of approximately 2,700 lineal feet street improvements, cold milling, rubberized asphalt overlay, installation of curb ramps, sign and pavement legend and striping replacements and miscellaneous concrete repairs.

Striping Phase II, Bear Valley Community Service District, Tehachapi, CA. Assistant Engineer. Willdan Engineering provided professional traffic engineering design services for the Bear Valley Community Service District for the Striping Phase II Project. The center line striping details were faded and hard to be seen during foggy conditions. Previous white edge line striping conditions varied depending on the location. A large majority of recessed reflective pavement markers (RPM's) were missing or in bad condition. Willdan provided plans, specifications and estimate (PS&E) for the restriping of approximately 12 miles (63,360 center line linear feet). The restriping consisted of repainting the center line and equestrian crosswalks for the entire project limits and repainting and/or recommending painting of edge line, if needed, as well as reviewing sight distances and recommending limits of passing/no passing lanes.

Tamara L. Boeltl

Classification: Utility Coordinator

Project Role: Utility Coordination

Profile Summary

Education	▪ General Education, Moorehead State University, Minnesota
Registration/ Certification	▪ Blueprint Reading, Fullerton Community College, Fullerton ▪ Building Construction, Pasadena Community College, Pasadena ▪ Business English, Rio Hondo College, Whittier
Experience	34 Years

Ms. Tamara Boeltl is highly skilled in the utility coordination process from preliminary design through construction. Her expertise includes identifying and resolving utility conflicts; coordinating and working with multiple utility agencies with utilities impacted by project construction; reviewing and documenting the progress of the utility relocation effort; identifying permitting requirements for both aerial and underground utility construction; and recommending construction methods that best suit the project as well as the utility being relocated. Ms. Boeltl regularly collaborates with the design team to prepare utility relocation plans that are constructible and adhere to applicable federal, state, and local requirements.

Ms. Boeltl provides permit issuance company wide and permit technician services for Willdan.

Relevant Project Experience

Pavement Rehabilitation Various Streets, City of Highland, California. Utility Coordinator. The project encompassed pavement rehabilitation of various streets located in CDBG eligible blocks, including replacement of concrete curbs, gutters, curb ramps and driveways; pavement rehabilitation by pavement removal and replacement; pavement grinding, crack sealing repairs, and asphalt pavement overlay.

Pavement Rehabilitation at 14 Locations, City of San Bernardino, California. Utility Coordinator. Willdan provided evaluation and re-design services to existing street pavement and abutting handicapped access ramps on 14 separate street segments throughout the city. Services also included replacement of broken curb & gutter, sidewalk, traffic signal detection loops, and a drainage channel water crossing on Western Avenue. Willdan conducted the field survey for design use and utility coordination while the city provided the pavement parameters and geotechnical data. Pavement rehabilitation methods included removal and replacement, grind and overlay, and slurry seal to accomplish longevity of the pavement.

Paramount Boulevard Traffic Signal Upgrades and Safety Enhancements Project, City of Downey, California. Utility Coordinator/Drafter. Willdan provided traffic engineering services for the Paramount Boulevard Traffic Signal Upgrades and Safety Enhancements Project from Gardendale Street to Telegraph Road. The project included conducting an environmental analysis, performing a traffic safety assessment, and preparation of design plans, specifications, and estimates (PS&E) for the installation of traffic signal upgrades and safety enhancements at thirteen (13) signalized intersections.

Traffic Engineering Services, City of Los Alamitos, California. Utility Coordinator. Willdan was responsible for planning, organizing, supervising, and performing a variety of field and office, professional traffic and transportation engineering work. Services included: planning, designing, and reviewing development and capital improvement projects; performing technical studies; serving as project engineer for major traffic and transportation improvement projects; coordinating traffic signal timing and maintenance with Public Works staff; and performing other related duties as required.

CITY OF HIGHLAND
PROPOSED HOURS AND FEE SCHEDULE
FY 23-24 PMP - Sector A & B Pavement Rehabilitation - Project No. str23003
3/18/2024 (Revised)

	Project Manager	Civil Lead	Traffic Lead	Civil Designer	Asst. Engineer (Civil/Traffic)	Utility Coordinator	Sub- Consultant	Markup		
	\$237	\$186	\$231	\$193	\$153	\$167	Survey	15%		(\$)
	Peter	Crim	Lau	Reyes	Lopez/Truong	Boeltl				
TASK 1 - PROJECT MANAGEMENT										
1.01. Project Management	16								16	\$3,792
Task 1 Subtotal	16	0	0	0	0	0	\$0	\$0	16	\$3,792
TASK 2 - PRELIMINARY ENGINEERING										
2.01. Data Collection and Project Set Up				4	4				8	\$1,384
2.03. Utilities Research and Notices						16			16	\$2,672
2.05. Preliminary Design Plans / Field Visits	4	4	4	4	16				32	\$5,836
Task 2 Subtotal	4	4	4	8	20	16	\$0	\$0	56	\$9,892
TASK 3 - 65% PS&E										
3.01. Prepare 65% Plans		8	8	16	48				80	\$13,768
3.02. Prepare Draft Specifications		4	4						8	\$1,668
3.03. Prepare Construction Cost Estimate			4	4	8				16	\$2,920
3.04. Constructability Review - QA/QC	2								2	\$474
3.05. 65% City Review/Comments Response			4		4				8	\$1,536
Task 3 Subtotal	2	12	20	20	60	0	\$0	\$0	114	\$20,366
TASK 4 - 95% PS&E										
4.01. Prepare 95% Plans		4	4	4	32	4			48	\$8,004
4.02. Prepare 95% Specifications		4	4						8	\$1,668
4.03. Update 65% Construction Cost Estimate			4		4				8	\$1,536
4.04. Perform 95% PS&E Constructability Review / QC	2								2	\$474
4.05. 95% City Review/Comments Response		2	2	2	4				10	\$1,832
Task 4 Subtotal	2	10	14	6	40	4	\$0	\$0	76	\$13,514
TASK 5 - Final PS&E										
5.01. Prepare Final PS&E		4	4	4	20				32	\$5,500
5.02. Final PS&E Q/C	4								4	\$948
5.03. Final Utility Notifications						4			4	\$668
5.06. Final PS&E		4	4		16				24	\$4,116
Task 5 Subtotal	4	8	8	4	36	4	\$0	\$0	64	\$11,232
TASK 6 - SUPPORT DURING BIDDING										
6.01. Bid Support Services		2	2		8				12	\$2,058
Task 6 Subtotal	0	2	2	0	8	0	\$0	\$0	12	\$2,058
TASK 7 - SUPPORT DURING CONSTRUCTION										
7.01. Construction Administration Assistance	2	4	8						14	\$3,066
7.02. Construction Meetings	4	4		4					12	\$2,464
7.03. Prepare Record Drawings					8				8	\$1,224
Task 7 Subtotal	6	8	8	4	8	0	\$0	\$0	34	\$6,754
Total	34	44	56	42	172	24	\$0	\$0	372	\$67,608