



Request for Council Action City of Needles, California

CITY COUNCIL UTILITY BOARD NPUA

Regular Special

Meeting Date: August 9, 2022

Title: Accept TKE Engineer's Proposal for Design Work of Marina Beach Park (AKA: 1st & 2nd Beach) with a Grant from Clean California in the amount not to exceed \$264,064.

Background: On 05/02/2022 the City received official notice from Caltrans of its award of \$2,179,702 from the State of California under the Clean California Grant Program. The total grant in the amount of \$2,179,702 was granted to the City of Needles for the design and contraction of the Marina Beach Park Improvements Project.

The scope of the project is to design civil engineering plans for construction including irrigation, planting, electrical, specifications, cost estimates.

Fiscal Impact: A total not to exceed \$264,064 to complete design documents including (PS & E) plans, specifications & estimates for the project, being funded by Grant awarded by State of California Clean California Program. *SM* Sylvia Miledi

Recommendation: Accept TKE Engineer's Proposal for Design Work of Marina Beach Park (AKA: 1st & 2nd Beach) with a Grant from Clean California in the amount not to exceed \$264,064 and authorize staff to execute new task between City & TKE Engineer's for said work.

Submitted By: Tammy Ellmore, Engineering Tech II
Rainie Torrance, Assistant Utilities Manager

City Management Review: *Rick*

Date: *8/2/22*

Approved:

Not Approved:

Tabled:

Other:



T K E E N G I N E E R I N G , I N C .

August 1, 2022

Ms. Rainie Torrance
Assistant Utility Manager
City of Needles
817 Third Street
Needles CA 92363

Subject: Proposal to Provide Professional Engineering and Landscape Architecture Services for the Marina Beach Park Improvements Project

Dear Ms. Torrance:

Thank you for the opportunity to submit a proposal to provide professional engineering and landscape architecture services for the subject project. TKE Engineering, Inc. (TKE) is partnering with Community Works Design Group (CWDG) for landscape architecture, and JCA Engineering, Inc. for electrical engineering (herein referred to as Project Team) to prepare improvement plans for integrating Clean California Local Grant Program funding into the existing Marina Beach Park. We are confident that the Project Team offers the best fit for the City of Needles (City). This confidence is rooted in the following points:

- The Project Team will begin these projects with a strong familiarity and rapport with your staff and the City, as our firms have worked seamlessly together on previous Park and Public Works projects. We recently completed plans for Jack Smith Trail Project and are in the process of completing plans for the Proposition 68 funded Duke Watkins Park Project.
- We have a wealth of experience in preparing construction drawings and providing bidding and construction administration services for State Grant-funded projects, including Proposition 68 and its predecessor, Proposition 84. Recent projects include Enchanted Hills Park and Mercado Park for the City of Perris.
- We understand the costs and intricacies involved in designing new features into existing parks. As we proceed from schematic design into construction drawings, we plan on walking the City through a series of critical decisions to ensure that the proposed design will make way for a high-quality, durable, maintenance-friendly facility within the available funding parameters, and that can be achieved in an expedited time frame.

- The Project Team excels in providing and updating three-dimensional renderings to fully convey design intent to key stakeholders and constituents, as recently showcased in reference examples within this proposal. Providing tangible renderings of the design in progress ensures that misconceptions and unfulfilled expectations are managed from the early stages of the project. This also allows full-scale insight to potential design conflicts that can be hashed out virtually, to avoid costly change orders during construction.
- The slated renovations to Marina Beach Park site have a strong focus in providing accessible and equitable amenities into the park. Accessible design is our forte! Our team will be led by our Principal Landscape Architect, Scott Rice, whom in addition to being an award-winning park planner, is the only landscape architect in southern California that also holds Certified Access Specialist (CASP) credentials.
- Our team consists entirely of consultants that we have teamed with on numerous successful park projects, including familiar faces from the Jack Smith Park team. Our collective familiarity with one another will ensure that we will “hit the ground running” on this project.

Our proposed scope of services is described in more detail below.

SCOPE OF SERVICES

The Project Team’s scope of services is presented in the following paragraphs:

Task 1.a - Concept Refinement and Schematic Design

Upon Notice to Proceed, our team will work with the City to transform the recently completed conceptual plans for the Marina Beach Park into schematic plans, so that final decisions can be made on layout, materials, and so on. A critical step in this process is developing real-time cost estimates so that we can ensure our design stays within the City’s available funding.

1. Our team, including the key representatives of our subconsultants, will meet with the City, with proper social distancing guidelines in place (or online if necessary, depending on the applicable COVID protocol in place at the time of award). The purpose of this kick-off meeting will be to allow the City and our team to establish the next steps for expediting the project design.
2. Our team members will become intimately familiar with all aspects of the existing sites, utilizing in-person inventorying by our in-house ISA Certified Arborist and Certified Landscape Irrigation Auditor. The topographic survey has already been completed by TKE. TKE will complete utility surveys and geotechnical investigations. Prior to beginning work, we will contact Underground Service Alert and also obtain local authorization prior to

excavating 6 hollow-stem auger borings to depths up to 50 feet or refusal, unless the City will allow recent geotechnical recommendations to apply to the new improvements.

3. We will build upon the base and conceptual plan information previously prepared. The base plan will serve as a moldable tool for reshaping to best fit the City's needs and operational abilities. We will concurrently update our initial cost estimate based on our understanding of the City's expectations for the park improvements. Because the funding of this project is limited, the ongoing cost assessment will be a critical step in the design process. Estimated costs will reflect escalation to midpoint of construction.
4. Once the City has indicated initial concurrence with the layouts, we will develop an initial color plan and 3-d renderings for conveying the working design to stakeholders and constituents. We will include up to three revisions to the working concept, each accompanied by updated color plans and renderings.
5. We will actively participate in as many community and Council meetings deemed necessary for the forward progress of this project. All preparatory meetings and correspondence with City Staff in advance of the community meeting are also included.
6. We will update the conceptual designs and 3-d renderings based on the Community and City input into an updated color plan to memorialize the completion of this concept refinement task. Multiple fly-through rendering video clips (1 min. max each) will be provided for publicizing the project.

Task 1.a - Deliverables

- CAD and PDF versions of topographic and utility survey
- Updated color concept plans, 3-d renderings, 3-d fly-through videos
- Cost estimates reflecting estimated cost at midpoint of construction escalated pricing

Task 1.b – Design Development (60% Plans/ Specs/ Estimates [PS&E])

With City and Community buy-in to the updated conceptual plans, we will move forward with the preparation of plans, specifications, and estimates (PS&E) necessary to obtain full City and applicable Agency approvals prior to construction. We will provide submittals at each plan milestone. The PS&E package will include all items deemed necessary for full City approval, but are not necessarily limited to, the items listed below.

1. **DEMOLITION PLANS** - We will prepare the demolition plans to clearly indicate action for all items to be demolished as well as those intended to be protected in place. For park renovation projects, the intricacy and clarity of which items need to be protected in place is an essential portion of the construction

- documents, and can eliminate the ambiguity that often triggers contractor change orders during construction.
2. CIVIL ENGINEERING PLANS - We will prepare the grading plan for construction of finished grading, drainage, street and parking lot improvements, horizontal and vertical control, water and sewer plans, water quality management plan (WQMP) and dust control plans. Preliminary Cut and Fill earthwork calculations will be prepared and updated. The plans will be at a scale of 1"=20' and indicate detail finish grading. Particular emphasis will be placed on ADA access into and within the park and will be designed with City input. Various options will be explored and refined into the construction document details.
 3. CONSTRUCTION DRAWINGS - Construction Drawings will include site plans and details with sufficient detail to accommodate construction. Plans will identify recommended suppliers and products, with emphasis given to local sources, sustainable concepts, recycled/ recyclable materials, and durability of products.
 4. IRRIGATION PLANS - We will prepare complete irrigation plans to comply with local water requirements and specific City requirements indicated by the City. All elements of the system will be designed to carry optimal amounts of water to irrigate the affected sites. Full detailing of all equipment will be included. Vandal resistance, durability, serviceability, reliability, water conservation, efficiency and, most importantly, consistency with City standards will be our primary concerns.
 5. PLANTING PLANS - Complete Planting Plans with all necessary details will be provided. Durable, easily maintainable species will be of primary importance in the plant selection process.
 6. ELECTRICAL - Complete Site Electrical Plans including Lighting with all necessary details will be provided. We will be evaluating all existing systems and incorporate all of the latest technologies including solar, low voltage, LED systems to produce the most efficient and long term solutions for the City.
 7. SPECIFICATIONS - Specifications detailing materials and workmanship for all of the above items will be provided as required, including Greenbook cross references.
 8. COST ESTIMATES - Final estimates of probable construction and maintenance costs will be prepared, including providing regular value engineering recommendations.
 9. DOCUMENT PROCESSING - We will submit the documents for City and various Utility approvals. We will review documents and make all necessary corrections.
 10. MEETINGS - We will attend all meetings with City staff and project stakeholders and lead all presentations as required during this phase of the project.

Task 1.b - Deliverables

- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- 2 sets hard copies of the submittal (60% level)
- Documentation of QA/QC Plan Implementation
- Preliminary Cost Estimates (updated throughout project)
- 60% Draft Plans, Estimates and Technical Specifications
- CAD files of all pertinent drawings

Task 1.c – Construction Documents (90% and 100% PS&E)

This task will reflect the further refinement of the Task 1.b scope, culminating in the preparation of plans, specifications, and estimates at the 90% and 100% milestones. We will plan on working diligently with City staff and the City's Construction Management consultant to ensure the project receives all due diligence necessary to allow for a smooth permitting process. After final approval, 24" x 36" mylars shall be submitted to the City along with a hard copy and an electronic copy of the plans and specifications for bidding purposes.

Task 1.c - Deliverables

- All listed items for Task 1.b, tailored for 90% and 100% submittal levels

Task 2 - Bidding Assistance

1. When each project goes out for competitive bidding, we will assist the City and the City's Construction Management consultant in the bid process, distributing bid packages, noting direction given to contractors, respond to Requests for Information and other questions asked. We will provide follow-up clarifications or addendum items for all electronic bids.
2. We will attend the pre-bid meeting and provide written minutes and follow up information as required. We will assist the City in obtaining and evaluating bids for the project as required.
3. We will provide written and graphic responses to bidder Requests for Information/Clarification as deemed necessary, to help facilitate clear, competitive bids with limited ambiguity.
4. We will assist the City with the bid review and contractor selection process to the extent requested by City staff.

Task 2 - Deliverables

- PDF copies of all documents (pre-bid meeting sign-in sheet, agenda, minutes, etc.)
- Excel spreadsheet of bid results to check for irregularities and math errors

Task 3 - Construction Administration

1. We will attend the pre-construction meeting and provide written minutes and follow up information as required within 1 day following the meeting. Throughout the project, we will provide full documentation relating to meeting decisions and action items, assignment of action items to team members, and all other requests indicated within the City's RFP.
2. When requested, we will assist the City with construction administration assistance for specialty areas where specific technical expertise is required in determining conformance to design concepts and approved plans and specifications.
3. We will participate in construction meetings, twice monthly in person and all other meetings virtually, in support of the City and the City's Construction Management consultant. Based on our observations at the site and on the contractor's application for payment, we will assist in determining the amount owed to the contractor. We will review job drawings, as-builts, RFI's, samples and other submissions of the contractor for conformance with the design of the project and for compliance with the information given in the conformance contract documents.
4. Our in-house FAA Certified UAS (Drone) pilot will provide monthly progress drone photography for use in updating stakeholders and constituents of construction progress.
5. We will review change orders and submittals for approval and issuance by the City. We will respond to requests for information from the contractor, issue field bulletins and requests for quotations. We will maintain updated RFI, Change Order and Submittal logs, which will be shared online via Basecamp app.
6. We will review as-builts and assist in the reproduction of the as-built information saved in electronic format for future reference to the project.

Task 3 - Deliverables

- PDF copies of all documents (field reports, RFI /Submittal logs, etc.)
- Preparation of monthly narrative reports
- Invoice and schedule review and updates (based on contractor progress)
- Preparation of Architect's Supplemental Instructions (ASI) as needed.
- Preparation of as-built/record drawings

FEE

The Project Team's proposed project fee of \$264,064 will include all design, bidding, and construction administration services described in the Scope of Services and details on the attached fee schedule. We will invoice the City monthly in accordance

with our rate schedule. Our invoice will not exceed the amount presented above without prior approval.

TENTATIVE SCHEDULE

The Project Team is committed to meet any schedule the City wishes to meet. We are a dedicated, flexible group, with proven performance with the subconsultants listed within this proposal. The tentative project schedule is attached for City review. We are notoriously flexible and can speed up or slow down the design as needed to best accommodate the City's internal timeline, as well as focusing the construction during optimal months, with sufficient plant establishment prior to opening the park to the public.

Again, thank you for the opportunity to submit our proposal to provide professional engineering and landscape architecture services for the City. If you have any questions, please contact me at (951) 680-0440.

Sincerely,



Steven W. Ledbetter, P.E.
Vice President
TKE Engineering, Inc.

Attachments: Fee Schedule and Tentative Project Schedule

City of Needles
Marina Beach Park Improvements Project
Consulting Engineering Fee

Task No.	Task	Principle In Charge		Project Manager		Project Engineer		Assistant Engineer/Designer		Clerical		Inspector		2-Man Survey Crew		Subconsultants ^{1.)}	Total
		Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$		
Scope of Services																	
1.a	Concept Refinement and Schematic Design	4	\$ 700	8	\$ 1,320	20	\$ 3,100	40	\$ 5,400	4	\$ 340	\$ -	\$ -	\$ -	\$ -	\$ 41,767	\$ 52,627
1.b	Design Development (60% PS&E)	4	\$ 700	16	\$ 2,640	40	\$ 6,200	80	\$ 10,800	8	\$ 680	\$ -	\$ -	\$ -	\$ -	\$ 39,853	\$ 60,873
1.c	Construction Documents (90% and 100% PS&E)	2	\$ 350	8	\$ 1,320	16	\$ 2,480	32	\$ 4,320	4	\$ 340	\$ -	\$ -	\$ -	\$ -	\$ 24,640	\$ 33,450
2	Bidding Assistance		\$ -	4	\$ 660	8	\$ 1,240	8	\$ 1,080	2	\$ 170	\$ -	\$ -	\$ -	\$ -	\$ 10,153	\$ 13,303
3	Construction Administration ^{2.)}		\$ -	54	\$ 8,910	72	\$ 11,160	72	\$ 9,720	18	\$ 1,530	\$ -	\$ -	16	\$ 3,840	\$ 68,651	\$ 103,811
	Subtotal:	10	\$ 1,750	90	\$ 14,850	156	\$ 24,180	232	\$ 31,320	36	\$ 3,060	0	\$ -	16	\$ 3,840	\$ 185,064	\$ 264,064

Rates:

Principle In Charge	\$ 175 /HR
Project Manager	\$ 165 /HR
Project Engineer	\$ 155 /HR
Assistant Engineer/Designer	\$ 135 /HR
Clerical	\$ 85 /HR
Inspector	\$ 120 /HR
2-Man Survey Crew	\$ 240 /HR

- Notes:**
- 1.) Subconsultant Costs for Landscape Architecture, Electrical, and Geotechnical
 - 2.) Assumes 180 Days of Construction Support Services (Excluding Inspection and Materials Testing)

Grand Total: \$ 264,064

TKE Engineering, Inc.



MARINA BEACH PARK RENOVATION



TENTATIVE PROJECT SCHEDULE

UPDATED: JULY 26, 2022

ID	Task Name	Duration	Start	Finish	2023												2024															
					Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul				
1	TASK 1a: SCHEMATIC DESIGN	31.75 days	Tue 8/16/22	Wed 9/28/22	[Gantt bar]																											
2	City Council - Award contract to CWDG	0.25 days	Tue 8/16/22	Tue 8/16/22	[Gantt bar]																											
3	Finalize contract/ Notice to Proceed	3 days	Tue 8/16/22	Fri 8/19/22	[Gantt bar]																											
4	Set up Basecamp project and invite team	1 day	Fri 8/19/22	Mon 8/22/22	[Gantt bar]																											
5	Kick-off Meeting with City Team (TBD)	0.5 days	Mon 8/22/22	Mon 8/22/22	[Gantt bar]																											
6	Hold for TKE survey/ initial base plan and geotech	20 days	Mon 8/22/22	Mon 9/19/22	[Gantt bar]																											
7	Prepare schematic layout for team review	7 days	Mon 9/19/22	Wed 9/28/22	[Gantt bar]																											
8																																
9	TASK 1b: DESIGN DEVELOPMENT (65% level)	51.5 days	Wed 9/28/22	Fri 12/9/22	[Gantt bar]																											
10	Research Submittal Requirements for All Applicable Agencies and Departments	2 days	Wed 9/28/22	Fri 9/30/22	[Gantt bar]																											
11	Prepare 65% Plans/ Specifications	30 days	Fri 9/30/22	Fri 11/11/22	[Gantt bar]																											
12	Prepare Cost Estimate	1 day	Fri 11/11/22	Mon 11/14/22	[Gantt bar]																											
13	Internal QA/QC review	1 day	Fri 11/11/22	Mon 11/14/22	[Gantt bar]																											
14	Revise plans based on Internal QA/QC	3 days	Mon 11/14/22	Thu 11/17/22	[Gantt bar]																											
15	Submit 65% Plans to City	0.5 days	Thu 11/17/22	Fri 11/18/22	[Gantt bar]																											
16	City Review - 65% level	15 days	Fri 11/18/22	Fri 12/9/22	[Gantt bar]																											
17																																
18	TASK 1c: CONSTRUCTION DRAWINGS (95%-100% level)	47.5 days	Fri 12/9/22	Tue 2/14/23	[Gantt bar]																											
19	Consultant team meeting to define and distribute redline tas	1 day	Fri 12/9/22	Mon 12/12/22	[Gantt bar]																											
20	Prepare 95% Plans/Specifications	20 days	Mon 12/12/22	Mon 1/9/23	[Gantt bar]																											
21	Update Cost Estimate to 95% level	1 day	Mon 1/9/23	Tue 1/10/23	[Gantt bar]																											
22	Internal QA/ QC review	1 day	Tue 1/10/23	Wed 1/11/23	[Gantt bar]																											
23	Revise plans based on internal QA/QC	3 days	Wed 1/11/23	Mon 1/16/23	[Gantt bar]																											
24	Submit 95% Plans to City	0.5 days	Mon 1/16/23	Mon 1/16/23	[Gantt bar]																											
25	City Review - 95% level	10 days	Mon 1/16/23	Mon 1/30/23	[Gantt bar]																											
26	Consultant meeting to define and distribute redline tasks	1 day	Mon 1/30/23	Tue 1/31/23	[Gantt bar]																											
27	Prepare 100% Plans/ Specifications	10 days	Tue 1/31/23	Tue 2/14/23	[Gantt bar]																											
28	City prepares or provides Front End Bid Specifications	5 days	Tue 1/31/23	Tue 2/7/23	[Gantt bar]																											
29	Submit 100% Plans	0.5 days	Tue 2/7/23	Wed 2/8/23	[Gantt bar]																											
30																																
31	TASK 2: BIDDING	35 days	Wed 2/8/23	Wed 3/29/23	[Gantt bar]																											
32	Bid Advertisement	20 days	Wed 2/8/23	Wed 3/8/23	[Gantt bar]																											
33	Bid Review/ Recommendations/ Staff Report	15 days	Wed 3/8/23	Wed 3/29/23	[Gantt bar]																											
34																																
35	TASK 3: CONSTRUCTION	226.5 days	Wed 3/29/23	Thu 2/8/24	[Gantt bar]																											
36	CC Award of Construction Contract	3 days	Wed 3/29/23	Mon 4/3/23	[Gantt bar]																											
37	Notice to Proceed	3 days	Mon 4/3/23	Thu 4/6/23	[Gantt bar]																											
38	Construction	180 days	Thu 4/6/23	Thu 12/14/23	[Gantt bar]																											
39	Plant Establishment	40 days	Thu 12/14/23	Thu 2/8/24	[Gantt bar]																											
40	Grand Opening	0.5 days	Thu 2/8/24	Thu 2/8/24	[Gantt bar]																											