

ATTACHMENT A



June 13, 2023

Mr. Jim Sandoval, PE
Director, City Engineer
City of Los Altos
Via email: jsandoval@losaltosca.gov

Subject: Proposal to Provide As-Needed Civil, Grading, Drainage, Plan Review and Construction Inspection Services

Dear Mr. Sandoval:

In follow-up to our recent meeting, I am pleased to provide you with this letter proposal to provide as-needed civil, grading, drainage, plan review and construction inspection services. We very much appreciate having the opportunity to build on our over 15 year work partnership with the City. Our proposed scope of services, key personnel, and fee schedule information is included for your review.

SCOPE OF WORK

Project Understanding

TRB and Associates understands that the City is seeking as-needed civil, grading, drainage services encompassing plan review and construction inspection. It is understood that all assigned work is to be reviewed/inspected for adherence to project construction documents, city codes, and ordinances including city grading code, APWA Standard Specifications, AWWA Standards, state (Title 24), and federal (ADA) building codes related to site accessibility.

Service Offerings

Civil Engineering Plan Review

- Plan review subdivision maps, parcel maps, and improvement drawings. Our project manager shall assign a California Licensed Civil or Structural engineer who is qualified to review subdivision maps, parcel maps, site development plans and construction drawings.
- Maintain engineering records.
- Provide engineering advice and recommendations to Planning, Building and Public Works divisions.
- Provide consultation regarding current development review to the Chief Building Official, Planning Manager and Engineer.
- Assist City staff with code interpretation and application of state and federal regulations.
- Perform related duties as assigned by City.

Construction Inspection

- Oversee Quality Assurance of the construction activities to verify conformance to plans and specifications.
- Document all work, contractor and subcontractor personnel and equipment, and field orders daily.
- Maintain onsite project log and as-built schedule report. Prepare daily reports of observations and activities.
- Maintain a daily inspection report containing a record of weather, contractors, work onsite, number of workers, work accomplished, problems encountered, solutions agreed upon, and other similar relevant data as directed by City.
- Perform daily photo-documentation of the progress of the project in accordance with City practice.

Corporate Office
3180 Crow Canyon Place, Suite 216
San Ramon, CA 94583
Tel: 925.866.2633

Silicon Valley Office
1265 El Camino Real, Suite 209
Santa Clara, CA 95050
Tel: 408.642.1068

Sacramento Office
1900 Point West Way, Suite 261
Sacramento, CA 95815
Tel: 916.384.0900

Southern California Office
4182 N Viking Way, Suite 204
Long Beach, CA 90808
Tel: 562.566.4144

- Monitor establishment and application of appropriate Contractor site safety programs.
- Monitor and report on applicable Erosion Control and SWPPP provisions.
- Perform related duties as assigned by the City.

KEY PERSONNEL

TRB has a team with strong qualifications and attentiveness to quality and schedule. Assigning staff with significant relevant experience and knowledge will ensure that project deliverables can be completed in a timeframe suitable to the City. Our project leadership team proposed for this assignment is cited below. Please note that full resumes for all proposed key staff may be provided upon request.

- **Todd Bailey, PE, LEED AP, CASp, MBA | Principal & Project Manager**

Todd Bailey, our company Principal and Founder, will continue to serve in the role of Project Manager for this engagement and serve as the main point of contact for the City. Todd has over 25 years of experience in the industry which includes serving as a Delegate Chief Building Official on large-scale fast-track design-build projects in California having a combined valuation of over \$10 billion. Todd will work closely with our team to ensure that project goals are met and that findings are communicated in a timely and clear manner.

- **Chris Rose | Assistant Project Manager**

Chris Rose possesses over 20 years of comprehensive experience in civil engineering, construction inspection, building safety, code compliance, inspection, code enforcement, plan examination, and permitting in California. He served as a civil grading and drainage plan review manager where he oversaw and managed plan review, inspection, permitting, and code compliance services for numerous jurisdictions. His expertise allows him to offer valuable insights and guidance to clients navigating complex codes and regulations, ensuring compliance and safety.

Project Management / Coordination

Our approach to this engagement is centered on using experienced staff and fostering open communication between our firm and the City. Throughout this engagement, we would like to confirm that our key/lead team members will be accessible to staff. We understand that maintaining clear communication is essential for helping ensure that decisions are made in a timely manner.

PRICING

All noted as-needed services would be billed in accordance with the enclosed Fee Schedule (**Exhibit A**). To confirm, our team will coordinate with staff on any potential change order or scope amendments prior to proceeding with any such work. TRB will invoice the City monthly for services provided.

OUR COMMITMENT

With TRB and Associates, the City of Los Altos will continue to receive an experienced team who takes pride in providing outstanding service. We look forward to the opportunity to continue to work with staff in this support role. If you have questions or need any additional information, please do not hesitate to contact me by phone at (925) 876-4596 or by email at tbailey@trbplus.com. I look forward to hearing your feedback soon.

TRB + ASSOCIATES, INC.



Todd Bailey, PE, LEED AP, CASp, MBA
ICC Certified Plans Examiner + Combination Commercial Inspector
Principal / Project Manager

Enclosures: Exhibit A – Fee Schedule

EXHIBIT A

Schedule of Hourly Rates and Reimbursables

The following billing rates apply for services rendered on an hourly basis:

<u>Position</u>	<u>Hourly Rate</u>
Principal	\$200
Grading/Stormwater Plan Reviewer Engineer	\$195
Grading/Stormwater Plans Examiner III	\$165
Grading/Stormwater Plans Examiner II	\$155
Grading/Stormwater Plans Examiner I	\$145
Senior Engineering Technician	\$140
Engineering Technician	\$120
Engineering Aide	\$105
Plans and Permits Coordinator	\$ 95
Construction Manager*	\$140 - \$180
QSP Stormwater Inspector*	\$170 - \$190
Construction Inspector*	\$130 - \$170
Construction Inspector Intern*	\$ 90 - \$105

**Subject to adjustment for prevailing wage requirements.*

- Overtime, Emergency, Expedited, and After-hours work is billed at the above-noted rates plus an additional 50 percent (Note that no overtime will be charged without client authorization)
- Project inspections subject to prevailing wage requirements are at the above-published rates plus 30 percent.
- All requested inspection and other staff-augmentation services are subject to a minimum 4-hour fee.
- Reimbursement for direct expenses, incurred in connection with the work, will be at cost plus 15 percent.
- Reimbursement for non-City vehicles used in connection with the work will be at the current IRS rate plus 20 percent per mile.
- Other in-house charges for prints, reproductions and equipment use, etc. will be at standard company rates.

The above Schedule is valid through June 30, 2024, and may be adjusted thereafter to account for CPI changes, as mutually agreed upon.