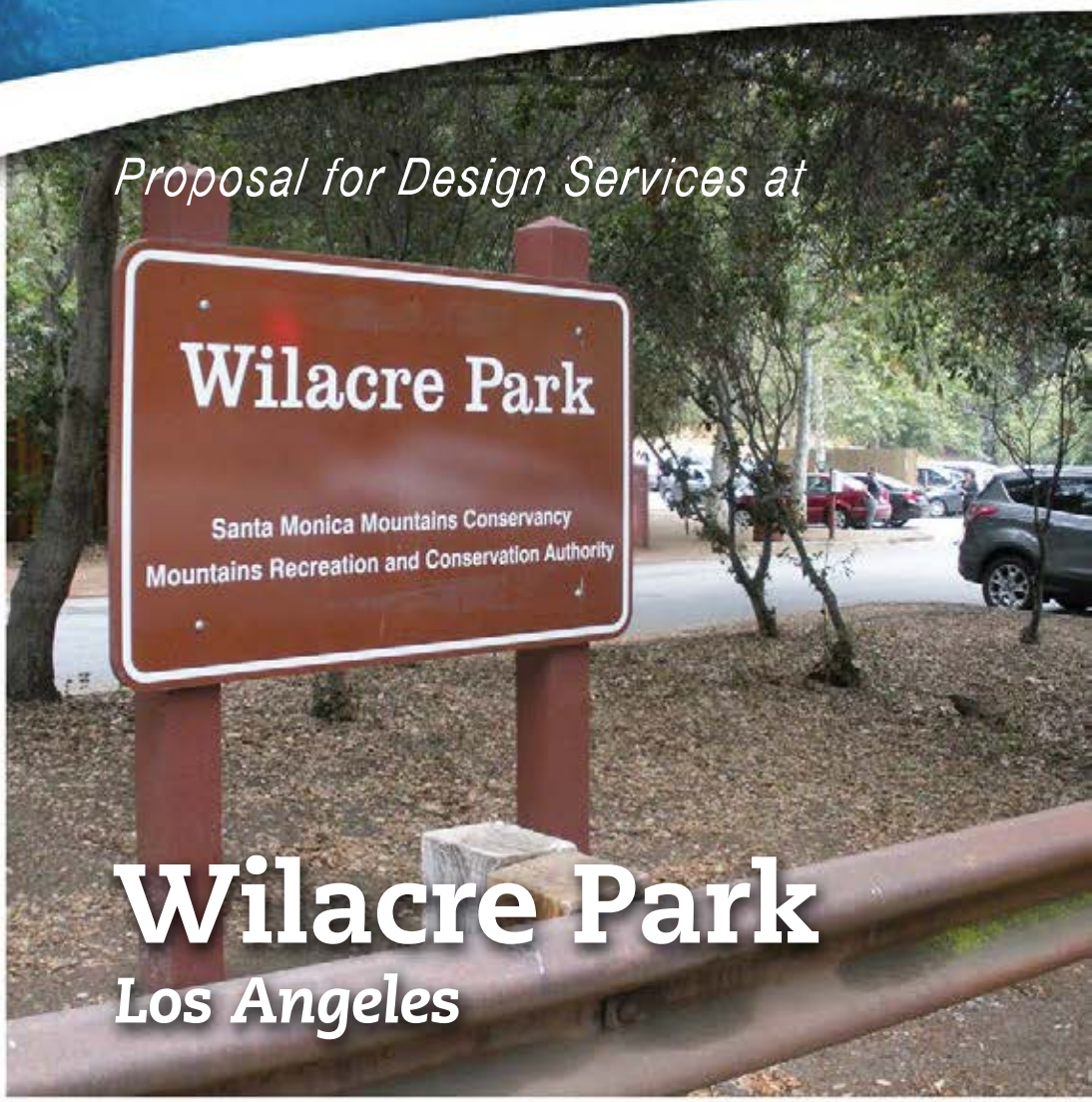
MRCA
Attachment
7/6/16
Agenda Item VI(e)

RANCHO SIMI RECREATION AND PARK DISTRICT

Proposal for Design Services at



Wilacre Park

Los Angeles

June 17, 2016

Mountains Recreation and Conservation Authority
570 West Avenue 26, Suite 100
Los Angeles, CA 90065

TETRA TECH

TETRA TECH

MRCA
Attachment
7/6/16
Agenda Item VI(e)

June 17, 2016

Gabriella Golik Garry
Mountains Recreation and Conservation Authority
570 West Avenue Twenty-Six, Suite 100
Los Angeles, CA 90065

Reference: Request for Proposal for Design Services at Wilacre Park, Los Angeles, for the Mountains Recreation and Conservation Authority

Dear Ms. Golik Garry:

Tetra Tech is pleased to submit our proposal for professional design services for the preparation of plans and completing permitting for various site improvements at Wilacre Park. Tetra Tech brings the Mountains Recreation and Conservation Authority a record of distinguished, successful implementation and completion of large and small scale civil engineering and planning projects.

Tetra Tech has a history of successful work on projects for the Mountains Recreation and Conservation Authority through our work on the Pacoima Wash Bikeway Project. In addition, we have completed many projects for both private clients within the City of Los Angeles (City) and for the City themselves through our various on-call contracts with the Bureau of Engineering. This previous experience provides us with knowledge of the needs of local stakeholders and an understanding of processes within the City that ensures successful, on time completion of the project and permitting processes.

We have developed a responsive and experienced team to provide services to the Mountains Recreation and Conservation Authority. Our approach to managing the variety and diversity of engineering and design tasks begins with assigning the right team members. The team will be led by our **Project Manager, Joe Conroy, P.E.**, who has a history of delivering successful projects to the City and the Mountains Recreation and Conservation Authority. We have carefully analyzed the Request for Proposal and have developed a cohesive team with experienced staff in all disciplines needed to ensure successful implementation of this project.

Tetra Tech is confident that our response to this Request for Proposal will demonstrate the well-suited capabilities of our team. The proposed leadership and team members are dedicated to supporting the Mountains Recreation and Conservation Authority. We firmly believe our past experience is a significant benefit to your project, and we are committed to providing the unmatched professionalism, tested leadership, and superb technical fluency required to successfully deliver your project. We are proud of our association with the Mountains Recreation and Conservation Authority and look forward to continue this working relationship.

Please feel free to contact me if you have further questions or requests for additional information at (949) 809-5198 or at joe.dietz@tetratech.com.

Sincerely,

Joe Dietz, P.E., S.E., LEED AP
Director, Water, Environment & Infrastructure

JD:ck, Attachment(s)

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350 South Grand Avenue, Suite 3310, Los Angeles, CA 90071
Tel 213.279.3283 tetratech.com

Tetra Tech's strength lies in the qualifications of our project team and steadfast commitment of our firm, coupled with our sound knowledge of the comprehensive project requirements. Our project team includes engineering experts in multiple professional disciplines, who are brought together to ensure successful completion of the Wilacre Park Improvement Project.

SECTION 1: PROJECT APPROACH

Project Understanding

The Mountains Recreation and Conservation Authority (MRCA) is requesting survey and engineering services at Wilacre Park in the City of Los Angeles (City) for improvements to the existing parking lot and on-site facilities. The parking lot features an asphalt pavement parking lot, temporary bathrooms, picnic areas, and access to the Betty B. Dearing trailhead. MRCA's goal is to expand the parking area, upgrade the restrooms, add a secured maintenance area with shed, add slope protection, improve drainage for the parking lot, and improve accessibility.

Phase 1 - Survey Documents

Tetra Tech will perform a topographic survey of the project site as shown on the project concept plan that was provided with the Request for Proposal to complete and fill in any gaps in information required for the complete design of the project. The survey area will include the area of proposed work as well, as an area approximately 10-feet beyond the area of work to understand how the proposed improvements tie into the existing site features. Survey data will be collected as needed for the existing parking lot, cross slope, trees greater than 4-inches in diameter, surface features of underground utilities, and location of above ground utilities. Base drawings will be created showing these existing features and contours, or spot elevations, as required. Sufficient survey monuments of record will be recovered to show the location of the right-of-way adjacent to the proposed improvements. Vertical information, where required, will be tied to locally available benchmark system.

***DELIVERABLES**: Site Topographic Survey Map prepared in AutoCAD format.*

Phase 2 - Construction Documents

Tetra Tech will prepare plans, specifications, and estimates for the proposed parking lot and site amenity improvements. The plans will detail the work to be performed and include all necessary details and specifications. We anticipate the plan set will consist of the following sheets:

# OF SHEETS	SHEET TYPES
1	Title Sheet including Vicinity Map
2	Construction Notes and Details
1	Demolition Plan
2	Site Improvement Plans
1	Utility Plan
Total of 7 Sheets	

Subtask 2.1 50% PS&E

Based on the conceptual layouts provided by the MRCA and verified during the site walk, Tetra Tech will prepare plans, specifications, and estimates to 50% level of detail. Specifications will be prepared in a format consistent with the 2012 Standard Specifications for Public Works Construction (SSPWC) and the 2012 Cumulative Supplement to SSPWC. For work items not adequately covered in the SSPWC, project specific specifications will be developed. The estimate of probable construction

cost will include a proposed bid items list, estimated quantities, and unit costs.

A description of the plan sheets is listed below.

Title (NTS) – Includes project vicinity map, signature blocks, sheet index, horizontal control, basis of bearing, survey benchmarks, general notes, note to contractors, and abbreviations.

Construction Notes & Details (NTS) – Includes general notes, reinforcing notes, storm water pollution prevention notes and suggested construction phase BMPs, foundation notes, concrete notes, listing of utility company contact information, details, and other necessary details for the construction of the improvements.

Demolition Plans (40 Scale) – Includes a plan for the demolition and removal existing facilities and materials to construct proposed improvements.

Site Improvement Plans (20 Scale) – Includes a general plan for the grading and construction that details work to be performed.

Utility Plans (20 Scale) – Plan to be used for permitting with the City and other agencies as required for any new sewer, water, or dry utilities for the proposed improvements

***DELIVERABLES**: Two (2) sets of 24"x36" 50% plans. Two (2) copies of 50% specifications. Two (2) copies of 50% estimates.*

Subtask 2.2 90% PS&E

We will incorporate comments from the MRCA, Los Angeles Department of Water and Power (LADWP), and the City from the 50% PS&E submittal into the 90% submittal package. Our team will complete a response to comments log indicating the City comments and our response.

***DELIVERABLES**: Two (2) sets of 24"x36" 90% plans. Two (2) copies of 90% specifications. Two (2) copies of 90% engineer's estimate for each location. One (1) copy of response to comments log.*

Subtask 2.3 100% (Final) PS&E

We will incorporate comments from the MRCA, LADWP, and the City from the 90% PS&E submittal into the 100% (Final) submittal package. Our team will complete a response to comments log indicating the comments from each reviewer and our response.

***DELIVERABLES**: One (1) set of wet-signed final plans on 24"x36" bond. Two (2) copies of 100% specifications. Two (2) copies of 100% engineer's estimate for each location. One (1) copy of response to comments log. One (1) 100% engineers estimate in Microsoft Excel format. One (1) 100% specifications document in Microsoft Word format. One (1) 100% plan set in AutoCAD 2014 format.*

Phase 3 - Permitting and Bidding, Final Plans

Subtask 3.1 Permitting

Tetra Tech will submit the plans, specifications, and calculations to the following agencies for permitting and utility coordination:

- *Division of State Architect: ADA accessibility*
- *City: "S" and "A" permits for sewer connection*
- *LADWP: water and electrical service connection*

Subtask 3.2 Bid Support

During the bid phase, Tetra Tech will respond to bidder inquiries and questions regarding the plans, specifications, and estimate, when directed in writing by the MRCA. Specifically, we will provide written interpretation and clarification of inquiries regarding the intent of the plans, specifications, and estimate. This scope includes responding to bidder inquiries and preparing addendums.

***DELIVERABLES**: Response to bidder inquiries through written responses and addendums as required.*

Phase 4 - Construction Administration

Subtask 4.1 Construction Meeting

Tetra Tech's Project Manager and/or Project Engineer will attend the construction meetings at the MRCA or at the project site as requested by the MRCA. Tetra Tech will provide the MRCA Project Manager with notes from the meetings as necessary for the MRCA Project Manager to update the weekly meeting minutes and future agendas.

***DELIVERABLES**: A total of five (5) construction meetings are anticipated for the project.*

Subtask 4.2 Requests for Information (RFI) and Submittal Review

Tetra Tech will review contractor RFIs, submittals, and baseline schedules, as requested by the MRCA. Shop drawings will be reviewed for general conformance with the plans and specifications.

Each submittal or shop drawing will be reviewed and returned to the MRCA, stamped with our shop drawing stamp and marked accordingly. This scope includes a total of 40 hours of review time by our team.

Note: Our construction support will exclude review of contractor submittals related to construction means and methods including, but not limited to falsework and shoring submittals.

***DELIVERABLES**: Review of contractor RFIs and submittals and assist MRCA's Project Manager in review of baseline schedule. Review comments will be provided to the MRCA in PDF format.*

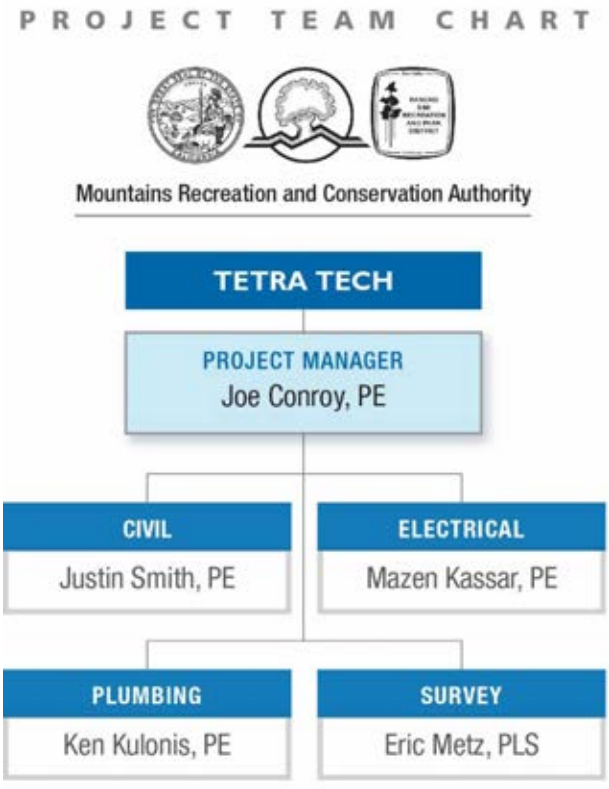
Subtask 4.3 Final Walkthrough

Tetra Tech will perform a walkthrough of the site with the MRCA and the contractor. Notes will be made of the site and the improvements for adherence to the plans and specifications. A punch list of corrections will be provided to the contractor to complete.

Our team has built a reputation in the industry as a leader in developing effective solutions to constantly changing and challenging engineering issues, while providing intimate personal service. We have the right expertise for this work, a sound organizational structure, and the enthusiasm to deliver your project with great success.

SECTION 3: PROJECT TEAM

The project team organization chart provided below defines the project role of each key team member and delineates communication and reporting relationships among key project staff. These individuals are available and we commit their time and effort necessary to successfully complete the project. Each member of our team has been selected to add strength in their unique area of expertise.



With the depth and resources of a large firm, complemented by our local, unified teams of experienced professionals, Tetra Tech is highly regarded by its clients and among its peers in the fields of infrastructure and transportation. We pledge to provide you with the required design services in a professional and cooperative manner that will enhance a high level of service to MRCA and all project stakeholders. The Tetra Tech team is committed to open communications, joint problem solving, partnering, and teamwork to accomplish the goals of the assignment.

We have carefully analyzed MRCA's Scope of Work and have developed a cohesive team with experienced staff in all disciplines needed to ensure successful execution and completion of this project.

Project Manager

Mr. Joe Conroy, PE has been involved in a wide variety of transportation engineering and design projects, including roadway design, traffic management, traffic analysis, and GIS mapping. His roadway design work includes concept designs, horizontal and vertical alignments, traffic signal plans, pavement marking and sign plans, cost estimating, and utility installation. His design work also includes extensive work with traffic management plans for all roadway classifications. His traffic analysis includes data collection, trip generation and distribution, capacity analysis, SYNCHRO modeling, traffic signal warrant analysis, and the preparation of graphics for reports and presentations. Mr.

Conroy also has experience with GIS mapping with ESRI ArcMap.

Survey Support

Mr. Eric Metz, PLS has been a member of the Tetra Tech team for more than 15 years with structural engineering experience in the design and preparation of plans for sewer transmission systems, water distribution systems, street and storm drain improvements, and grading activities varying from mass grading to final precise grading plans on both public and private sector projects of varying size.

Mr. Metz provides both field and office surveying support for transportation, site development, water, and wastewater projects. His experience includes acting as field party chief for Records of Surveys, preparation of Tract Maps, topographic surveying, boundary surveys, GPS surveys, GIS base mapping, right-of-way mapping, ALTA surveying, and construction staking. His current duties include organizing and maintaining the full-service survey crew and setup in Tetra Tech's Irvine office and supporting the Site-Transportation surveying group on larger Navy and Natural Resources Conservation Services surveying projects.

Mr. Metz is accomplished in CAD design with extensive knowledge in advanced AutoCAD including AutoCAD Civil 3D, AutoCAD 2011, Revit and Navisworks BIM software along with the operation and maintenance of standards and details. Mr. Metz has been appointed a Designated Liaison with Tetra Tech's information technology department, and continues to be at the forefront of CADD and computer technology-related ideas and upgrades.

Civil Engineering

Mr. Justin Smith, PE has been a part of the Tetra Tech team for three years and contributes his extensive civil engineering knowledge from his involvement in residential, educational and federal projects. He has completed a variety of projects varying in size and funding for both public and private entities. His design experience includes roadway geometrics, construction Best Management Practices, street and storm drain improvements, structural calculations, and grading activities from mass grading to final precise grading plans. Mr. Smith's construction support experience includes responses to RFIs, shop drawing reviews, attending construction meetings, cost estimating, preparation of special provisions, and utility research and coordination. Mr. Smith has comprehensive knowledge in Autodesk's Civil 3D software for both conceptual and detailed design studies, as well as the production of construction plan sets. In addition, Mr. Smith is experienced with a variety of design softwares including RISA-3D, ENERCALC SEL, Bentley's Flowmaster for quick pipe and channel hydraulic calculations, HEC-RAS for storm water system design, Microstation, Inroads, and AutoTURN.

Electrical Engineering

Mr. Mazen Kassar, PE has more than 25 years of experience in electrical engineering and industry standard that include electrical engineering staff management, project management, construction management and supervision, water and wastewater treatment, petro-chemical design, and environmental soil and groundwater treatment. His background includes designing medium and low voltage power distribution,

designing instrumentation, control systems and SCADA systems for a wide-variety of projects, and the installation of electrical systems for remediation projects, including soil vapor extraction systems and groundwater pump-and-treat systems. Other experience includes, working with utility companies to provide new electrical service to new projects, working with local Building and Safety Departments to obtain Plan Check and construction permits, field trouble shooting of electrical and mechanical systems, system commissioning and startup, problem solving, and managing an operation and maintenance department.

Plumbing Engineering

Mr. Ken Kulonis, PE has over 39 years of practical experience as a Mechanical Engineer on a variety of projects in the commercial, residential, institutional and industrial market segments. His in depth experience includes project management for several highly regarded mechanical engineering firms. He is currently working as part of Tetra Tech's Tech Services program providing design, peer review, and forensic services.

Subconsultants

Due to the scope of services required for this project Tetra Tech can complete all tasks with our in-house expertise who bring to the team direct experience with MRCA and the City. Tetra Tech will not utilize any subconsultants for this contract.

Our Project Manager will utilize Tetra tech's project management procedures which are designed to keep each project on schedule and within budget.

SECTION 4: FEE PROPOSAL

Billing Rates

As requested by the Request for Proposal, we have included our billing rate schedule inclusive of base salary and overhead components and profit for representative salaries within a variety of classifications. The schedule of hourly rates outlined on the following page includes direct salary, engineering overhead, general and administrative overhead, associated project cost recovery, and profit. Subconsultants will be billed at cost with recovery of general and administrative overhead.

Other direct costs (ODCs) will be billed at cost with the recovery of general and administrative overhead. ODCs include living and traveling expenses of employees on business and project-related travel, identifiable costs of reproduction, printing and binding applicable to the project, and specific project expenses.

Profit will be charged to subconsultant and ODC charges. The billing rates are applicable for the calendar years 2016 through 2020, as requested.

Overhead Rates

Our fee estimate for the improvements at Wilacre Park has been prepared on a lump sum (firm) basis. Our fee estimate has been broken down by subtask. As requested in the Request for Proposal, our cost estimate is broken down by classifications and we have provided hourly billing rates for personnel, with the estimated total based on man-hour estimates.

Reimbursable costs for reproduction, postage, automobile mileage, and other expenses directly related to the project are incorporated into our estimated fees. Tetra Tech will invoice MRCA per the terms of the executed contract. The detailed cost proposal has been provided and is included at the end of our response.

Price Proposal

Revision Date:
Jun 15, 2016

Wilacre Park

Improvements to parking lot, restroom, drainage, and maintenance facility

Proj Area >

Submitted to: Mountains Recretation and Conservation Authority (MRCA) (Attn: Gabriella Garry)

Contract Type: Fixed Price

Labor Plan

7 Resource

Price Summary / Totals

Task Pricing Totals	26,676
Specify Add'l Fees on Setup	0
Technology Use Fee	
Add'l Fees for Prem. O/T Labor	N/A
Total Price	26,676

Pricing by Resource

Project Phases / Tasks	Schedule From	Schedule Thru	Schedule Months	Work Days Off	Work Days	Total Labor Hrs	Project Manager (Joe Conroy)	Engineer 2 (Justin Smith)	Engineer 1 (Tyler Parra)	Project Surveyor (Eric Metz)	2 Person Survey Crew	Electrical Engineer	Plumbing Engineer	Labor Rate Esc.	Labor	Subs	Travel	Mat'ls & Equip	ODCs	Task Pricing Totals
						234	26	70	44	12	12	34	36	0.00%	26,676	-	-	-	-	26,676
1. Survey						24	-	-	-	12	12	-	-		3,970	-	-	-	-	3,970
1.1 Base Map Research						4				4					483					483
1.2 Topographic Survey						20				8	12				3,487					3,487
2. Construction Documents						154	10	44	44	-	-	28	28		15,803	-	-	-	-	15,803
2.1 50% Design						26	2	8	8			4	4		2,681					2,681
2.2 90% Design						84	4	24	24			16	16		8,516					8,516
2.3 100% Design						44	4	12	12			8	8		4,607					4,607
3. Permitting and Bidding						32	4	14	-	-	-	6	8		3,577	-	-	-	-	3,577
3.1 State Architect Review						4	2	2							554					554
3.2 Sewer Permit						6		4					2		617					617
3.3 LADWP coordination						12		4				4	4		1,234					1,234
3.4 Bid Support						10	2	4				2	2		1,171					1,171
4. Construction Administration						24	12	12	-	-	-	-	-		3,326	-	-	-	-	3,326
4.1 Construction Meeting						10	10								1,744					1,744
4.2 RFIs and Submittal Review						12		12							1,234					1,234
4.3 Walkthrough and Punchlist						2	2								349					349
Totals						234	26	70	44	12	12	34	36	0.00%	26,676	-	-	-	-	26,676

MRCA
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All Tetra Tech projects, regardless of size, are managed utilizing our in-house Project Management Guidelines and Policies Manual that sets forth the below mentioned project schedule and cost control methods.

SECTION 5: SCHEDULE/TIMELINE

A draft preliminary project baseline schedule for each proposed task has been included below. Through coordination with the MRCA, Tetra Tech will prepare an updated schedule after execution of the contract.

TASK	TASK NAME	DURATION (DAYS)	START	FINISH
	Notice to Proceed and Contract Execution	7	06/20/2016	06/27/2016
1.1	Site Investigation and Topographic Survey	2	06/30/2016	07/01/2016
1.2	Prepare Topographic Base Map	5	07/01/2016	07/08/2016
2.1	Prepare 50% Submittal	15	07/01/2016	07/22/2016
	Submit 50% Submittal (MRCA and Agencies)	1	07/22/2016	07/22/2016
	MRCA and Agencies Review – 50% Submittal	10	07/22/2016	08/03/2016
2.2	Prepare 90% Submittal	15	08/04/2016	08/23/2016
	City and Agency Review – 90% Submittal	15	08/24/2016	09/20/2016
2.3	Prepare 100% (Final) Submittal	10	09/20/2016	10/03/2016
3.4	Bid Support	5	10/04/2016	10/09/2016
	Pre-Construction Meeting	1	10/10/2016	10/10/2016
4.1	Weekly Construction Meetings	45	10/17/2016	12/23/2016
4.2	RFI Review & Submittal Reviews	45	10/17/2016	12/23/2016
4.3	Final Walkthrough and Punchlist	5	12/25/2016	12/30/2016