

August 31, 2023

Robert Ovadia, Public Works Director  
Town of Atherton  
80 Fair Oaks Lane, Atherton  
CA 94027



**Re: Letter Proposal to Provide Public Outreach, Design, Construction Management, and Inspection Services for the Holbrook Palmer Park Playground Renovation Project**

Dear Mr. Ovadia,

Interwest Consulting Group (Interwest) is pleased to present this letter proposal to the Town of Atherton. Upon our discussions, we understand that the City needs a highly qualified team for the public outreach, design, construction management, and inspection services for the Holbrook Palmer Park Playground Renovation Project.

**SCOPE OF SERVICES**

Based upon our review of the capital improvement budget and provided documents, we propose to provide public outreach, design, construction management, and inspection services to include on-site, and any off-site project required work including coordination of survey and geotechnical sub-contracting services. We anticipate the scope of services to include:

**PUBLIC OUTREACH**

- Solicit and conduct public engagement through the Parks and Recreation Committee on park layout and included features.
- Attend 2-4 regularly scheduled Parks and Recreation Committee meetings to present conceptual plans until direction is provided and equipment features are selected.
- Provide 3D renderings with color options from selected playground and restroom subcontractors.

**DESIGN SERVICES**

- Provide any electrical, survey, civil, and utility coordination to produce 60%, 90% and 100% completed plans for Town staff to review.
- Produce 100% completed plans for Town Staff to review and make final comments.
- Includes any design to improve any sewer, drainage, fencing, footprint expansion, as well as a prefab restroom renovation.
- Provide a detailed engineers estimate of total cost of project.
- Post bid specifications and plans to the Town of Atherton preferred bidding account.
- Process lowest bidder and execute Contract Services Agreement with all required documentation.
- File all labor compliance paperwork through a Community Workforce Agreement.

**CONSTRUCTION MANAGEMENT/INSPECTION SERVICES**

- Review project documents prior to bidding to include plans and specs from a constructability standpoint and provide detailed cost analysis.
- Conduct pre-construction meeting and Bi-weekly on-site progress meetings.
- Provide Project Management services to include utility coordination, conflict resolution, cost control and project delivery (timing).
- Provide a designated on-site Senior Inspector throughout construction during all working hours.



- Review submittals and payment requests.
- Respond to any RFI's and process potential change orders.
- Follow all labor compliance state laws using a preferred labor compliance subcontractor.
- Provide final close-out project documentation.

## FEE ESTIMATE

The supervision services described herein will be billed at the following rates based on a 10-month schedule providing services on both the front end and back end of the project. An additional amount not to exceed \$30,000 will be required for Survey, Geotechnical, and Labor Compliance subcontracting services.

<b>ESTIMATED SCHEDULE OF FEES</b> (Based on a 10-month design, bid, build schedule)			
<b>PUBLIC OUTREACH (2-4 months) *Provide approved conceptual showing features</b>			
<b>TASK</b>	<b>RATE</b>	<b>HOURS</b>	<b>TOTAL</b>
Senior Engineer	\$175	40	\$7,000
Project Manager	\$195	80	\$15,600
<b>TOTAL:</b>		<b>120</b>	<b>\$22,600</b>
<b>DESIGN SERVICES (2-3 months) *Includes 1-2 P&amp;R Advisory Board presentations</b>			
Senior Engineer	\$175	175	\$30,625
Engineering Associate	\$125	200	\$25,000
Construction Manager/PM	\$165	40	\$6,600
Administrative Services	\$90	80	\$7,200
<b>TOTAL:</b>		<b>495</b>	<b>\$69,425</b>
<b>CONSTRUCTION MANAGEMENT (2-3 months) *Construction start date will be dependent on lead time of materials</b>			
Construction Manager/PM	\$165	160	\$26,400
Administrative Services	\$90	85	\$7,650
<b>TOTAL:</b>		<b>245</b>	<b>\$34,050</b>
<b>INSPECTION SERVICES (2 months) * Actual construction work</b>			
Senior Inspector	\$120	200	\$24,000
<b>TOTAL:</b>		<b>200</b>	<b>\$24,000</b>
<b>TOTAL NTE BILLABLE HOURS:</b>		<b>1,060</b>	<b>\$150,075</b>
<b>TOTAL NTE SUBCONTRACTING WORK:</b>			<b>\$30,000</b>
<b>GRAND TOTAL NTE FOR PROJECT:</b>			<b>\$180,075</b>

We appreciate the opportunity to continue serving the Town of Atherton. If you have any questions, please do not hesitate to contact Bill Evans at 786.350.8190 or wevans@interwestgrp.com

Sincerely,

**Paul Meschino,**  
**President**  
**Interwest Consulting Group**