

**REQUEST FOR PROPOSAL
ELECTRIC UTILITY LINE EXTENSION DESIGN
FROM MOUNTAIN AVE TO WILSON STREET
IN THE CITY OF BANNING, CA
July 22, 2020**

**CITY OF BANNING
BANNING ELECTRIC UTILITY
ATTN: BRANDON ROBINSON
(951) 922-3263
brobinson@banningca.gov**

PROJECT DESCRIPTION:

The Sunset Substation, located at 2301 Mountain Ave, currently consists of six (6) distribution feeder circuits to serve the northwestern area of the Banning Electric service territory. Four (4) of the feeder circuits are intended to extend toward the western boundary of the service territory, and two (2) of the feeder circuits extends eastward from the substation onto Mountain Ave. One of the feeder circuits, Circuit F5, currently terminates inside of a vault on Mountain Ave and needs to be extended toward Wilson St in Banning for distribution along the Wilson Street corridor.

The Utility is seeking design engineering services to complete the extension of Circuit F5 from the switch vault located on the east side of Mountain Ave approximately 300ft north of Oak Lane to Wilson St. The Utility has identified a preferred route for the line extension which will include both underground and overhead construction (herewith as Exhibit A), but this contract will require the consultant to evaluate and determine the best option to improve reliability, safety, access and not hinder public mobility to and from the public facilities, residents and businesses within the area.

This project is intended to produce the following improvements:

- Improved capacity of surrounding feeder circuits in the area by transferring load to Circuit F5
- Improved safety and reliability
- Higher level-of-service to customers

CONSULTANT RESPONSIBILITY

The Consultant is responsible for producing the following deliverables:

- Survey and Sitemap
- Cost Estimates
- Electric Utility Construction Plan Package
- Other Design Services during Construction.

General Engineering Services - The scope for general engineering and utility design services may include but shall not necessarily be limited to:

- a. Provide conceptual drawings, graphs, data collection, or charts as needed.

- b. Provide drafting/AutoCAD services.
- c. Provide research or search county, state or other areas for records or documents relevant to the project or task.
- d. Provide or acquire design services as required to complete tasks not specifically defined in the outline, but that may be required by specific task order.
- e. Provide cost estimates for each phase of construction.

Surveying - The scope of work for surveying activities may include:

- a. Perform surveys related to the horizontal and vertical alignment of the project.
- b. Perform topographical surveys.
- c. Perform utility surveys (include potholing).
- d. Prepare project control diagram if needed.

Design Services Under Construction – the Scope of Work for design services under construction may include:

- a. Review of actual subsurface conditions to verify design.
- b. Review and approval of shop drawings.
- c. Changes in design based on field conditions.
- d. Services as needed per PE stamp requirements on design drawings.

SUBMITTAL PROCEDURES:

The consultant will prepare the following items **(1) Cover letter; (2) Scope of Services and (3) Budget** for the professional services requested herein. The City is conducting the informal RFP process through our pre-qualified list of “on-call” Engineering Services for Electric Capital Improvements consultants. As such, a statement of qualifications, resumes, company overviews, and/or experience of project key players are not necessary. The consultants **shall include** a copy of the rate sheets that were approved as part of the current “on-call” contract with the City of Banning Electric Utility. The Project’s budget shall be based upon the rates approved with the City.

Proposals are due on **Thursday, August 6, 2020 at 4:00pm**. Late proposals will not be accepted. Hard copy proposals will not be accepted. Please email all proposals to the following:

Brandon Robinson, Electrical Engineering Supervisor brobinson@banningca.gov

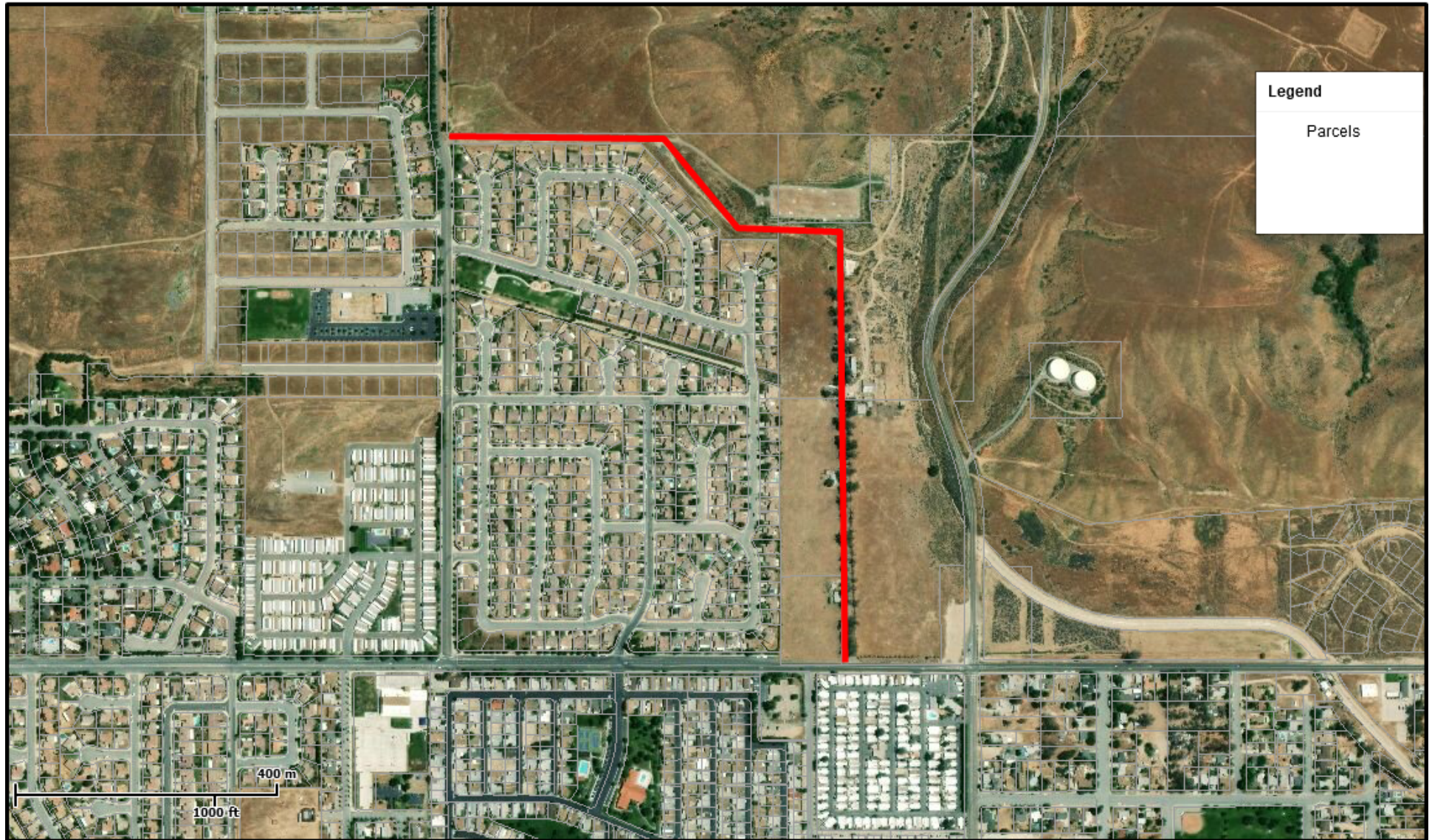
Carla Young, Business Support Manager cyoung@banningca.gov

Shiloh Rogers, Purchasing Manager srogers@banningca.gov

If you have any additional questions or need further clarification please feel free to call or email the Electrical Engineering Supervisor, Brandon Robinson, at (951) 922-3263 or brobinson@banningca.gov.

Exhibit A

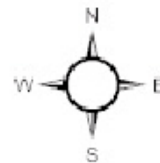
Default Title



1" = 752 ft

Circuit from
Mountain Ave
East to Wilson St

05/20/2019



This map represents a visual display of related geographic information. Data provided hereon is not a guarantee of actual field conditions. To be sure of complete accuracy, please contact Banning staff for the most up-to-date information.



ADDENDUM NO. 1

08/06/2020

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES
FOR**

**Electric Utility Line Extension Design from Mountain Ave
to Wilson Street**

The referenced Request for Proposals solicitation (RFP) has been modified via this addendum. The following may include vendor questions, answers, added/removed information, and/or changes to the RFP hereby officially established by the City.

This addendum is hereby made part of the referenced RFP as though fully set forth therein, and supersedes any conflicting statements previously advertised in this RFP solicitation. All other provisions of the RFP shall remain in their entirety.

Companies submitting a proposal response shall acknowledge any and all addenda electronically via email by accepting the request for a read receipt. Companies who fail to acknowledge any and all addenda will be deemed non-responsive to this RFP, and their proposal response will not be considered for evaluation.

Please refer to the following page(s) for the details of this addendum.

Addendum Detail:

1. The bid due date has been extended to Tuesday, August 11, 2020 at 4:00pm PDT.
2. The Scope of Services shall be modified to reflect the following:
Surveying – Remove item d. ‘Prepare project control diagram if needed’
3. All appropriately submitted Questions are included below along with the City’s corresponding answers. There are also Answers to Questions that were submitted onto the map that was attached to the RFP as Exhibit A. The Answers are in ***bold italic*** format.

#	Questions	Answers
1	<p>1. Please elaborate on the item d. Prepare project control diagram if needed. Do you mean a diagram to show the controls in place during execution of project (a Project Management tool)?</p> <p>2. Can we add subconsultants to this RFP? We did not provide potholing services as part of our initial proposal.</p>	<p>1. The project control diagram requirement will be removed from the scope of work.</p> <p>2. A subcontractor may be added to this complete work on the consultant’s behalf as long as the consultant is able to complete the majority of the tasks within the scope.</p>
2	<p>CONSULTANT RESPONSIBILITY</p> <p>1. “Cost Estimates” Please confirm BEU will provide us with material and labor data for your crews/suppliers.</p> <p>2. “Other Design Services during Construction” Please confirm this will be billed separately on an as needed basis.</p> <p>General Engineering Services</p> <p>a. Please confirm that we are proposing on a final construction drawing only. Anything outside of that will need to be delineated clearly before bidding or will be charged as a change order as needed.</p> <p>b. Please confirm if we will be completing our own title/easement/ROW searches or if BEU has these readily available for their infrastructure.</p> <p>c. Please confirm that outside of generally accepted industry required items to complete a design (survey, basic engineering, design, review, approval) all items will be billed on an as needed basis.</p> <p>d. Please confirm BEU will provide us with material and labor data for your crews/suppliers.</p> <p>Surveying</p>	<p>1. BEU will provide all labor and equipment rates for our crews. Material costs can also be provided as needed as these costs frequently change.</p> <p>2. Please provide with your estimate a cost for construction support pursuant to the requirements listed under section “Design Services Under Construction” included in this RFP.</p> <p>a. BEU will only require a final construction drawing. The consultant will be required to modify final drawings as needed due to any errors or omissions.</p> <p>b. BEU has limited accessibility to this information, therefore the consultant will be tasked with completed some searches. Please provide with you estimate a cost to complete these land-based searches.</p> <p>c. Any additional items outside general design and as specified in Scope of Services of this RFP will be requested and billed as needed.</p> <p>d. BEU will provide all labor and equipment rates for our crews. Material costs can also be provided as needed as these costs frequently change.</p>

Addendum Detail:

	<p>b. Please provide a general extent boundary for survey (how many feet in each direction past the proposed work alignment (N, S, E, W).</p> <p>c. Please fully elaborate on what this means. (IE: Pole loading AS-Is and AS-Designed, underground structure survey/inventory, Underground utility look ups such as gas, water, sewer, etc.)</p> <p>d. Please elaborate on what this means.</p> <p>Design Services Under Construction</p> <p>a. Please elaborate on what your requirements and deliverable for this underground inventory is. What is the crew count required to complete UG inventory in BEU territory? Historically we have at least 2 onsite for open top/pad mounted structures and 3 for manhole/vaults. One of these members must be an IBEW QEWS. Please confirm.</p> <p>b. If we are only reviewing and approving them, who is drafting them and at what point in the process will these be provided to us? Are these existing shop drawings we are reviewing for accuracy prior to design? Or are these post construction shop drawings we are verifying that the design was completed per plan?</p> <p>c. Please confirm that any field condition change that results in a scope of work change shall be subject to a change order.</p> <p>d. Are these stamped by a PE or an EE? If a PE, please elaborate on what the expectation of the review is.</p>	<p>b. Survey will be bound to the prescribed easement/ROW information that exists at the location of the line extension.</p> <p>c. The consultant will be required to survey any existing above and underground utilities within the ROW/easement.</p> <p>d. The project control diagram requirement will be removed from the scope of work.</p> <p>a. This requirement refers to the consultant providing review of any unforeseen conditions to help with making decisions in regards to any design changes during construction to mitigate obstacles.</p> <p>b. Shop drawings refers to any submittals from other contractors doing work on a project that will require an engineer's review and approval. BEU may request that the consultant complete a review of submittals if needed.</p> <p>c. Any field change that is initiated by BEU or its contractor that requires design change will be subject to change order. This does not include design changes required due to errors and omissions.</p> <p>d. This requirement is for design drawings that will require a specialized stamp, such as footing drawings for an engineered pole if one were to be required, etc.</p>
3	What is the expected delivery date of the final product?	Delivery date is not set but is expected to be completed as soon as possible. BEU is anticipating an early fall construction start date.
4	How will the project be billed? (IE: Weekly, monthly, at completion, etc.)	Billing may be submitted once every 30 days.
5	Since this is an "hourly" Time and expense proposal, if the job is taking longer than expected or the project requires more coordination than bid, how will change orders be handled? T&E jobs	Change orders will be handled on a time and expense basis as well. Change orders will be processed once the not-to-exceed limit has been reached. Meetings will be

Addendum Detail:

	<p>are very difficult to propose on especially when we have not had an opportunity to fully understand your requirements.</p> <ul style="list-style-type: none"> ○ In addition, how will project meetings/job walks shall be budgeted? These types of expenses can quickly run up budgets and we want to ensure that meetings and coordination efforts are properly accounted for to make a mutually acceptable solution. 	<p>on an as-needed basis. Kick-of meeting, job-walk and any other meetings that the consultant feels would be pertinent shall be included in the not-to-exceed proposal.</p>
6	<p>What is your expectation as a final deliverable? Can you please list what you are looking for below? IE:</p> <ul style="list-style-type: none"> ○ <i>At least 10 photos of all structures</i> ○ <i>Basemap per requirements listed in PDF and CAD</i> ○ <i>Final Design per requirements listed in PDF and CAD</i> <ul style="list-style-type: none"> ▪ <i>Single Line Diagram</i> ▪ <i>Pole Head Details</i> ▪ <i>Material lists</i> ▪ <i>Street profiles for all crossings</i> ▪ <i>Overhead Sag profiles/calculations</i> ▪ <i>Underground structure Sidewall details</i> ▪ <i>Duct bank details</i> ▪ <i>Voltage drop calculations (Secondary/service)</i> ▪ <i>Equivalent Pulling Length reports</i> ▪ <i>Cable ampacity report (primary, secondary)</i> ○ Spida calcs in PDF and .SPIDA <ul style="list-style-type: none"> ▪ As-Is ▪ As-Designed ○ Preliminary JPA's ○ Preliminary Tenant Form 	<p>BEU will be need only what has been described in this RFP and this Addendum #1 as a final product. Basemap will be needed for station ID and any grade concerns based on contour lines, final drawings should include single line diagram, complete pole and UG structure/conduit construction details with material list, As-designed SpidaCalc pole loading information, street profile if a utility crossing is required, and ductbank detail for vaults. Voltage drop calcs and cable ampacity reports will not be required.</p> <p>Please add to your proposal the completion of a preliminary JPA Form 2.</p>

- What is the pick up point design needs?

Pickup point will be at Switch Vault 2033

- How are we connecting the new circuit the the existing infrastructure?

Connection will be made at the switch vault in the parkway area on the east side of Mountain Ave south of the access road.

- Are we installing any switches, replacing structures?

We will be installing the conduits at the switch vault and extending UG conduits east toward the pole line.

Default Title

To our knowledge this is an existing UG system. What design criteria would you like from us on this section?

Option A: Use existing duct and structures and just pull new cable

Option B: Complete replacement of all structures and conduit

Option B is most likely.

Option C: Build a second UG system parallel to existing for the new circuit. No rework of the existing circuitry under this option.

ALT OPTION 1: Underground structures to be inventoried.

ALT OPTION 2: Break this section into 2 phases to provide limited impact to customers and construction constraints. To exercise this alt option a more defined phasing plan will need to be described and bid out.

- What happens when we get here?

Connect to existing pole at south side of Wilson St

- Are we just dead ending the pole line for future connection?

The overhead circuit will connect to an existing pole

- Are we dipping to a existing UG structure?

No

- If so is there any equipment needed to be replaced/ installed in that structure under this design?

- How many existing poles are here?

There are eight existing poles.

- How many pole replacements will be needed?

Pole loading information will determine the amount required to be changed.

- How many inter set poles will be required?

This information is unknown.

- Is there any complex circuit/equipment through this section required (switches, RAR's Capacitors, etc)

None

- Are we doing any rework here to existing infrastructure? (IE: Secondary/transformer/service replacements) If so please describe.

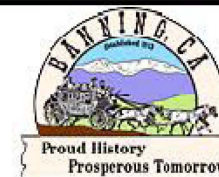
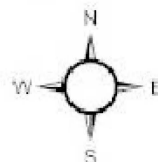
We will only be looking at primary line replacement.



1" = 752 ft

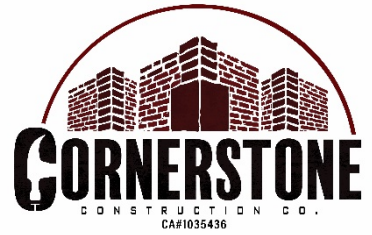
Circuit from
Mountain Ave
East to Wilson St

05/20/2019



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To Whom May Concern,



My name is Chad Shaules and I am the CEO of Cornerstone Construction Company. I will be your sole point of contact through the RFP process. Cornerstone was created to offer public utility companies an alternative to the industry giants that dominate our industry. We bring to the table a high degree of experience, precision, and personal care in our quality work. We are a registered W/MBE and are expanding our reach in the high voltage design industry. Our current reach includes clients like Southern California Edison, Dycom, LADWP and many more. Our main office is located in Hesperia, CA. We fully understand the scope as outlined in the RFP and RFI response packet attached for the F5 circuit project. We look forward to coordinating with you on this RFP.

Thank you again for your consideration!

Chad Shaules

760-503-5546

17615 Alder St. Suite A

Hesperia, CA 92345

Cornerstone Development Company

17615 Alder St, Suite A
Hesperia, CA 92345
+1 7605035545
Billing@Cornerstone.dev

**ADDRESS**

Banning Electric Utility
176 E. Lincoln St
Banning, CA 92220

Proposal 1745**DATE 08/10/2020****EXPIRATION DATE 10/12/2020****SUBSIDIARY**

Cornerstone Utility Engineering

CONTRACT ITEM	DESCRIPTION	QTY	RATE	AMOUNT
CUE:BEU 2020 Rates:BEU Senior Planner	Senior Planner will be responsible to: - Scope work - Oversee all work being completed by associates - Meet with BEU on project status - Review design for errors	120	125.00	15,000.00
CUE:BEU 2020 Rates:BEU Associate Planner	Associate Planner will be responsible to: - Field 8 poles and load existing poles - Gather field data including survey data - Redline the design	160	75.00	12,000.00
CUE:BEU 2020 Rates:BEU Senior Design Drafter	Senior Design Drafter will be responsible to: - Oversee all drafting and design effort (including survey basemapping) - Translate redline design to CAD - Review design for errors	120	85.00	10,200.00
CUE:BEU 2020 Rates:BEU Associate Design Drafter	Associate Design Drafter will be responsible to: - Translate redline design to CAD - Support the planner with forms	200	65.00	13,000.00
CUE:BEU 2020 Rates:BEU Administrative Assistant	Administrative Assistant will be responsible to: - Process paperwork related to the design - Schedule meetings	80	55.00	4,400.00
CUE:BEU 2020 Rates:BEU 24"x36" Color/BW Map prints	- Plots per page to BEU for final deliverable/meetings	110	2.50	275.00
CUE:BEU 2020 Rates:BEU 8.5"x11" & 11"x17" Color/BW Text Prints	- Prints per page to BEU for final deliverable/meetings	500	0.25	125.00

Please review the attachments that were sent with this estimate as they may effect the way we do business together. We are excited to earn your business!

These are all NOT TO EXCEED BUDGETS. Only the services rendered shall be billed for.

Cornerstone Construction Company ~ Cornerstone Utility Engineering ~ Cornerstone Utility Consulting

TOTAL

\$55,000.00

Accepted By

Accepted Date

RESPONSE: Banning Electric RFP



To the City of Banning:

General Staff Fee Sheet:

Senior Electrical Engineer	\$185.00hr (NT)
Senior Structural Engineer	\$250.00hr (NT)
Senior Planner	\$125.00hr (NT)
Associate Planner	\$75.00hr (NT)
Senior Design Drafter	\$85.00hr (NT)
Associate Design Drafter	\$65.00hr (NT)

Travel Rate Fee Sheet: (Paid out for projects/meetings greater than 75 miles from our main office location)

Daily Per Diem	\$75 Per Day, Per Person
Hotel Fee	\$350 Per Night, Per Person
Millage Fee	\$0.85 cents per mile beyond 75 miles one way

IT Usage Fees: Cornerstone proposes to include all computer, IT and specialty software (SpidaCALC and AutoCAD) in our General Staff Fee Sheet.

Printing and Administrative Support Fee Sheet:

Administrative Assistant	\$55.00hr (NT)
8.5"x11" & 11"x17" Color/BW text prints	\$0.25 per page
8.5"x11" & 11"x17" Color photo prints (non-gloss)	\$0.50 per page
24"x36" Color/BW Map prints	\$2.50 per page

Telephone/Online Meeting Fee Sheet: All required personnel shall be billed at 75% of their normal billing rate per the General Staff Fee Sheet.



Contact: Lia Firer-Sherwood

Manager of Business Development

lfsherwood@enengineering.com

(213) 863-0046

PROJECT PROPOSAL

**Prepared for: City of Banning
RFP – Circuit F5 Extension**

August 11, 2020

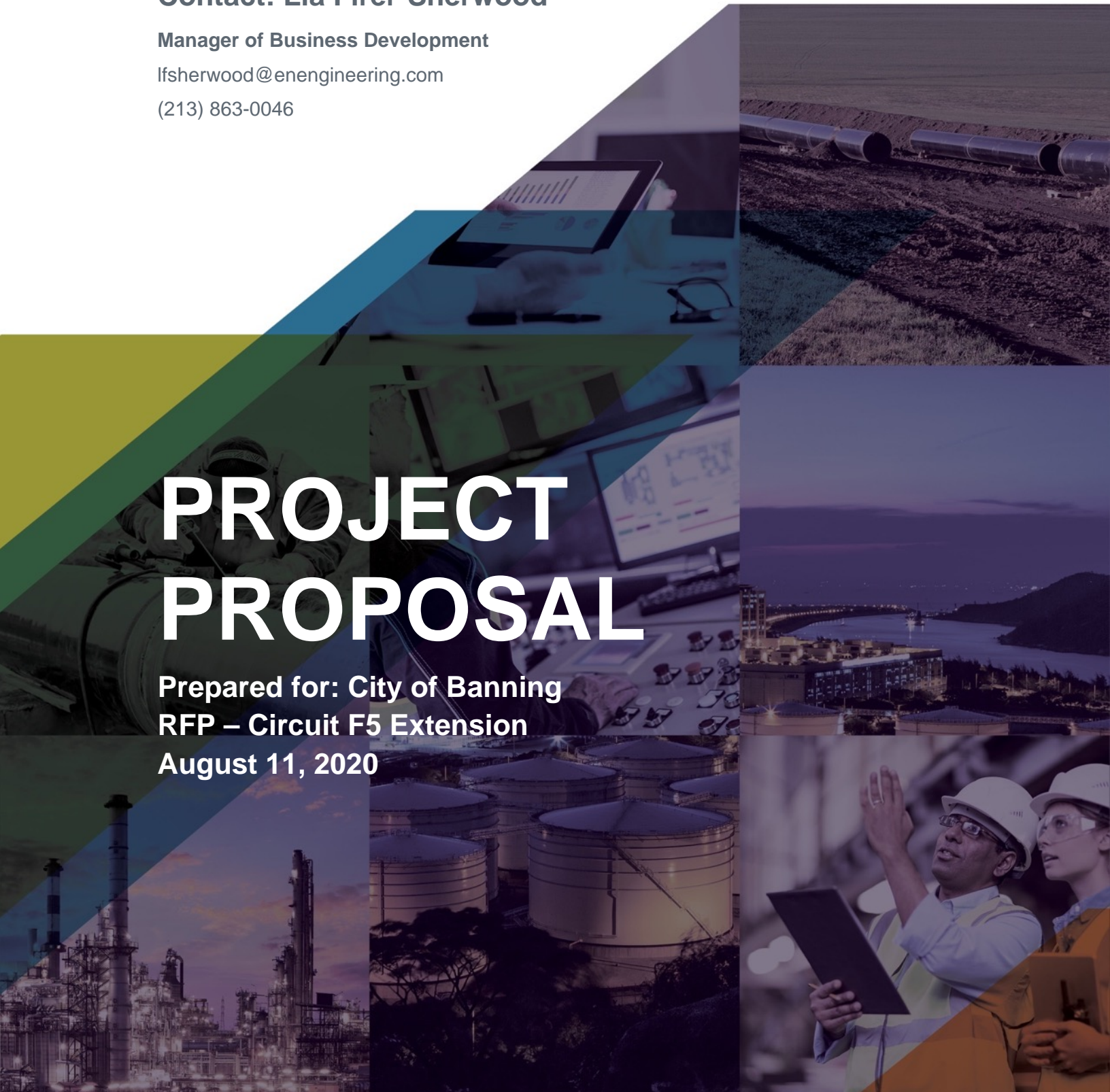


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August 11, 2020

Brandon Robinson
City of Banning – Banning Electric Utility
176 E. Lincoln St.
Banning, CA 92220

RE: Electric Utility Line Extension Design from Mountain Ave to Wilson Street

Dear Mr. Robinson,

Thank you for allowing EN Engineering, LLC (EN) the opportunity to present the City of Banning (COB) with this Proposal in response to the Banning Electric Utility's (BEU's) Request for Proposal for "Electric Utility Line Extension Design from Mountain Ave to Wilson Street". Additionally, thank you Brandon, for taking the time to ensure that I received the RFP, despite the technical difficulties that I encountered last week.

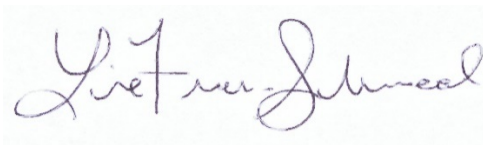
EN has reviewed the scope and understands that the project requires design for the extension of circuit F5 from the current termination on Mountain Ave to Wilson Street for distribution along the Wilson Street corridor. This extension along the preferred route is shy of 4,400' in length, and may include underground and overhead installation.

Contained within is an outline of the scope of services and a project budget, including estimates received for subcontracted services for survey, potholing, and land services. EN has identified highly qualified team members to perform this work, and believe that our well-rounded engineering services, passion for quality work, and attention to our clients' objectives will surely surpass your expectations.

We would also like to acknowledge that we are committed to the safety of our employees, our clients, and the communities that we work in, while we all navigate the Covid-19 pandemic. We continue to perform field work as necessary and in accordance with CDC, client, and internal policy guidelines. We have transitioned office employees to remote work, and evaluate the current recommendations and the potential to return to our offices on a weekly basis by office location.

We appreciate this opportunity and look forward to meeting with your team to further discuss the next steps for the City of Banning projects. Should you have any questions or require any additional information, please contact me at (213) 863-0046.

Sincerely,



Lia Firer-Sherwood
Manager of Business Development
EN Engineering LLC
Phone: (213) 863-0046
Email: lfsherwood@enengineering.com



SCOPE OF SERVICES

Our team members pay careful attention to all project details, from initial scope of work to final commissions.

Scope of Services

EN Engineering (EN) has a clear understanding of the needs of the City of Banning (COB) to extend feeder circuit F5 from a vault on Mountain Ave toward Wilson St. EN recognizes a preferred route has been identified, and EN will either confirm or recommend revisions to that route to improve reliability, safety, access, and local public mobility.

Project Management

EN realizes a successful project requires a carefully crafted plan. With that in mind, upon project award, EN will begin following our internal processes for project initiation, planning, execution, monitoring/controls, and close-out. EN will follow these plans from contract signing through project close-out to help ensure a successful project.

During Project Initiation, EN will internally set up the project to allow for proper execution by all team members.

Project Planning will start with a concise kickoff meeting with COB and EN personnel to review the work which has already been done by COB, and review COB's priorities related to reliability, safety, access, and local public mobility. Once we understand COB's specific goals, we will use the most effective project management protocols that focus on executing the task as outlined in the RFQ.

As part of Project Planning, a Project Execution Plan (PEP) will be finalized to manage a highly technical project team and used as a means to provide clear project goals, communications, work breakdown structure, project statuses, project metrics, and project schedules. EN uses the latest Project Management Institute tools and methods to ensure that all stakeholders are made aware of risks, issues, and project progress throughout the process.

During Project Execution, EN will fully develop and complete the deliverables per the Project Execution Plan. A dedicated project team will be assigned to the project and will execute the deliverables. Considering the project appears to be straightforward, project meetings will be limited and will focus on schedule, budget, and inter-discipline communications.

Project monitoring and control will continue throughout the project. Key performance indicators (primarily cost, schedule, and quality) will be updated and reviewed weekly. Changes will be made as needed to ensure the project stays on track and meets quality requirements.

At completion of the project, the Project Closeout activities will be performed, including a final review to ensure all as-built documents have been updated and issued to COB. A Lessons Learned meeting will be held to identify project success that should be implemented on future projects as well as opportunities for improvement.

Additional details regarding the deliverables identified in the RFP are outlined below.

Survey and Sitemap

- EN shall work with survey subcontractor to perform a topographic survey of all existing conditions for all work areas, including both the horizontal and vertical alignment of the project.
- EN shall work with survey subcontractor to provide underground utility locates, traffic control (if required) and permitting for survey area. Survey team will locate surface markings of underground utilities and make these locations a part of the topographic survey of above ground utilities.
- EN shall work with survey subcontractor to identify, map, and mark pothole locations. Survey contractor will locate the potholes in the field and make these locations a part of the topographic survey of underground utilities, as well as, providing pothole logs showing the corresponding point number used in locating the potholes
- Pothole contractor will arrange traffic control and permitting, perform pothole activities, and restore pavement per COB standard.

Construction Plan Package

After the surveys are complete, construction drawings will be created showing the path of construction including pole details and all other information needed for construction of the line extension. Those drawings will be reviewed and PE-stamped as needed, and submitted to COB.

EN will perform the below activities as part of the Detailed Design:

- Perform detailed field assessment, noting any special conditions or obstructions. This step also allows the team to communicate detailed scope and instructions to the survey, pothole, and land services teams.
- Initiate and manage survey, potholing, and land services activities per “Survey and Pothole Services,” outlined below.
- Provide detailed construction drawings for the installation of all items, per BEU’s drawing standards and construction guidelines, and per all applicable codes and design standards. Construction drawings shall include information such as:
 - Single line diagram
 - Pole details
 - UG structure and conduit construction details
 - Material list
 - As-Designed SpidaCalc pole loading calculations
 - Street profile
 - Ductbank detail for vaults
 - Topographic and Utility survey
 - All physical relationships with third party utilities and underground/overhead conflicts
 - ROW boundaries

- PE-stamp as needed
- Create Joint Pole Authorization forms
- Perform wind loading calculations for all new poles using SpidaCalc
- Perform existing wind loading calculations using SpidaCalc on any poles that are modified by this project
- Issue final construction drawing package to BEU
- Modify final construction drawing package if needed due to errors or omissions identified by BEU or project team
- Manage the Document Control process and Transmittal Coordination
- Administer the Change Management process as needed
- Hold bi-weekly or weekly Project Team Coordination Meetings;
 - Hold preliminary design review meeting
- Continue to provide Monthly reporting on the status of the project

Additional Services not included in current scope and budget

- Provide project permitting support as needed
- Work with subcontractor to perform environmental impact review or determine environmental permitting requirements

Cost Estimate

EN will provide a budgetary price estimate for materials and labor based on the final overhead and underground route, and will provide input on cost impacts resulting from changes and potential changes that occur in the field. EN will use the labor and equipment rates and material costs provided by Banning Electric Utility.

Work deficiencies and impending cost overruns are often the result of poorly completed cost estimates or changes in the project design requirements or scope that are not communicated and documented. EN understands the importance of clearly communicating and documenting changes in project design requirements and scope as the revisions and issues are identified. The impact to cost and schedule must also be determined and communicated as the revisions are identified. These changes must be approved by COB before commitments are made that impact cost and schedule. If issues arise during the project, we will immediately communicate them to the customer and work with the customer to get back on schedule and control cost increases.

Design Services Under Construction

During construction, EN will continue to support the project by assisting BEU powerline crews as needed for above grade work and BEU's URD contractor as needed for below grade work. It is anticipated that support may be required to:

- Review actual subsurface conditions and compare to the expected conditions based on utility surveys and easements

- Address any questions/RFI's from the construction crews regarding interpretation of drawings or suggested changes to drawings
- Revise design drawings as needed based on field conditions and the need to deviate from the original design drawings
- Other unforeseen items requiring Engineering support

Quality Assurance

As an organization, EN has invested in the tools, methodologies, and instituted proven processes honed from delivering thousands of prior like-projects to ensure a consistent and documented approach to every new project we undertake. Our employees are supported by an infrastructure consisting of proven processes, methodologies and communication standards to support all their efforts. We implement strict quality control procedures and focus on risk management mitigation strategies, and ensure multi-pronged communications are implemented across internal and external stakeholders to drive proven success rates across the projects we undertake.

EN develops and maintains a Quality Management System that is specific to the services and deliverables provided by our organization. EN received the ISO 9001:2008 certification for our Quality Management System standard in 2008 and we are currently an ISO 9001:2015 certified company. It is important to understand that while we adhere to the ISO 9001:2015 standard requirements, everything that we do is part of our Quality Management System. Quality performance is one of the cornerstones of our company culture and is considered a personal responsibility of all employees. To maintain quality performance of all business units at the highest level, the following aims are pursued:

- To fulfill or exceed Customer needs and expectations by delivering a quality product in a consistent and timely manner;
- To cultivate and maintain the commitment to continual improvement and communicate our goals and objectives to every employee;
- To promote a working environment where training and tools are provided for all work to proceed in a safe and efficient fashion;
- To furnish a system of policies which are periodically reviewed to ensure the ability of all groups to perform their work effectively.

EN will follow our ISO process for project reviews and all project deliverables will be transmitted via a secured site. Every project will have three EN Required Quality Reviews. 1) Formatting Quality Review (FQR) which is a detailed review of drafting and formatting and templates and client standards 2) Engineering Quality Review (EQR) where the intent is to ensure project requirements have been met and 3) Inter-Disciplinary Review which includes a cross-unit review and tries to identify inconsistencies between package components. In addition, EN has standardized the tracking of quality reviews, this ensures that all review information is quickly accessible, retrievable and complete. EN's strict QA/QC process ensures a finished work product that will meet COB's standards. However, in the situation where errors or omissions in the materials developed by EN as part of this Project are identified by EN or COB, the engineering team will work diligently to ensure the matter is corrected in a timely fashion and to the quality that meets COB's needs. The communication

plan set in place by EN's project manager will be put in place to ensure timely communication and to ensure that we meet or exceed the standards and expectations set in place by COB.

Document Control Process & Management

EN Engineering has a very robust Document Control Process for delivery of packages submitted to the client at major milestone deliverables. The purpose of our process is to deliver the most complete final package to the client. The EN Engineering Document control (ENE DC) team is made up of document specialists who are trained and focused on specific clients which ensures that the specialist assigned is very familiar with client standards, and all practices required for a final delivery package.

Document Control Submittal and Transmittal process

The document transmittal process allows for a last checkpoint review for overall package conformity and quality. It includes the following steps:

1. Transmittal Contents Stored In Deliverables Issued folder - A folder identifying the current submittal is created in Deliverables Issued on the project drive meeting client file naming conventions. All files being submitted for the current issuance should be placed in the folder created for that specific submittal as a record.
2. Quality Review Check Performed - To help ensure our Clients receive quality deliverables, the contents of each transmittal/submittal go through a high-level quality review for documentation prior to transmitting any documents. This final check includes (as applicable), but not be limited to:
 - All file names properly identify the documents using either client standards or following best practices
 - All files are readable and open properly
 - All sheets have plotted correctly and to the same scale
 - Correct stamp (indicating stage) and current date on all drawings (if applicable)
 - All drawings/documents listed on either a cover sheet, drawing index, etc. as being included in the set are accounted for in the package
 - The drawing number, sheet description and revision level shown on the Drawing Index/Cover sheet must match the drawing number, sheet description, and revision level
 - Latest revision level (letter/number), date and description of revisions (Ex. IFR, IFB, IFC, etc.) are shown in the title block on each page. If the revision level is shown in multiple places on a drawing (such as in the lower right corner of the page), it also needs to match the revision level shown in the title block.

The above items are consistently checked by Document Control prior to transmittal of any package. If any of the submittal contents do not meet the criteria above (as applicable), packages will be rejected, and corrections will need to be made by the teams before Document Control will send the items out.

3. Transmittal Letter Creation - A transmittal letter includes sender and recipient information, details the contents of the transmittal and their given state, explains the purpose of the documents being transmitted and specifies any follow up action needed from the transmittal recipient(s), and serves as a record for ENE.

The Transmittal Letter typically includes:

- The appropriate project information (ENE # and project name)
- Type of documents are included with the transmittal
- The current revision level of each document
- The reason for the package issuance

A Transmittal Letter must be fully executed and accompany all formal project submittals or transfer of information (hard copy or electronic) which ENE needs to retain as part of our project records. Transmittal letter templates are available on the "Templates" tab on the Document Control Compass page.

4. Email Correspondence to Stakeholders & Filing of Record Documentation



BUDGET

EN Engineering understands the importance of our projects to the local communities. As such, we place a high value on safety and personal integrity.

Price Proposal Form

EN will utilize the schedule of rates identified in RFQ 19-044 - Engineering Services for Capital Improvements, as listed below.

Schedule of Rates

Description	Rate
Professional Services – EN Engineering	
Senior Project Manager	\$182.70
Project Manager / Technical Lead	\$170.22
Senior Project Engineer	\$139.15
Project Engineer	\$128.89
Senior Design Engineer	\$98.51
Design Engineer	\$86.38
Procurement Specialist	\$120.00
Project Controls Engineer/Specialist	\$108.02
Design Coordinator	\$135.15
Senior Designer / Senior Electrical Designer	\$116.23
Designer	\$96.44
Senior Drafter	\$80.22
Drafter	\$70.22
Administrative	\$62.82
Journeyman Lineman (Pro-Cal subcontractor)	\$150.00
Other Direct Costs	
Mileage (Federal rate)	\$0.58
Rental Vehicle Expense (daily, all-inclusive)	\$110.00
Professional Services – Rubicon Engineering	
Principal/Director	\$180
Program Man./Sr. Consult.	\$160
Proj. Manager	\$140
Sr. Proj Eng./Scientist	\$120
Proj Eng./Scientist	\$115
Sr. Staff Eng./Scientist	\$100
Staff Eng./Scientist	\$90
Remediation Manager	\$125
Sr. Field Tech.	\$85
Field Tech.	\$70

Budget

Description	Budget
General Engineering Services	
General Engineering Services	\$37,995
Surveying (Subcontracted)	
Topographical and Utility Surveys (includes land services)	\$30,000
Potholing	\$45,000
Design Services Under Construction	
Design Services Under Construction	\$2,000
	Total \$114,995

Assumptions

1. Based on Addendum No. 1, EN has assumed the design will be approximately 50% overhead and 50% underground.
2. Pothole budget is for *approximately* 30 potholes or 3 days of potholing. Cost may vary significantly depending on final count and location of potholes.
3. Subcontracted work will be expensed to the COB at cost. EN sourced multiple estimates for both survey/land services work and for potholing. The estimates provided used the currently available information, and EN will request updated quotes when scope is finalized, and pothole number and locations are identified.
4. Assumed per Addendum No. 1 that existing underground structures will likely be replaced. If duct/manhole records are incomplete or must be verified, EN will work with BEU QEW's or other approved subcontractor to inspect these structures. This cost is not included in our estimate.
5. Engineering support for Construction activities is very difficult to predict and is often dictated by subsurface conditions differing from expected conditions and/or unanticipated construction issues. Based on our experience with similar projects, EN expects to use approximately 3 days (24 work-hours) for this support.
6. Our pricing is based upon the information provided to us for pricing purposes.
7. Any scope changes due to unforeseen obstacles will be addressed with a change order on a case by case basis.
8. EN proposes that progress update meetings with COB for this project will be held via Microsoft Teams, Skype or over the phone.

Subcontractors

EN has identified the following potential subcontractors to assist with executing this project scope. EN used available information to solicit quotations from multiple vendors, and will do the same when the scope has been finalized and select the best bidder.

Survey/Land Services:

Blair, Church & Flynn

BCF is a nationally recognized, award winning, multi-discipline consulting group committed to designing safe, sustainable and economical infrastructure solutions. EN has worked with BCF for the past 5 years on utility projects throughout Southern California. We trust their experience and that we will receive high quality deliverables every time.

BCF MBE Certifications Include:

CPUC Supplier Clearinghouse MBE - VON#12020053

Southern CA Minority Supplier Development Council MBE - #SC03977

Small Business Public Works (SB-PW) – 59315

GIS Surveyors

GIS Surveyors, Inc. (GSi) was created out of a belief that incorporating the complimentary technologies of Land Surveying with Geographic Information Systems (GIS) would provide clients with a one stop shop for all their geospatial needs. Since its doors opened in 2013, GSi has grown significantly in size and capabilities. In addition, GSi are verified as a Service-Disabled Veteran-Owned Small Business (SDVOSB), a Disabled Veteran Business Enterprise (DVBE) and a Small Local Business Enterprise (SLBE).

Pothole:

Multiple firms provided estimates to the survey contractors and to EN directly for potholing, including Badger Daylighting Inc, Patriot Environmental Services, and AIRX. Once the scope has been finalized and the number of potholes determined, we will again go out to bid, and the lowest cost will be selected. This cost shall include permitting, traffic control, and pavement restoration.

CITY OF BANNING

Electric Utility Line Extension Design from Mountain Ave to Wilson Street

Banning Electric Utility
Electrical Engineering

Attn: Brandon Robinson
Electrical Engineering Supervisor

August 6, 2020

KEWO ENGINEERING PROPOSAL

Proposal Due Date/Time: August 11, 2020 @ 4:00 pm





SECTION ONE

1. Cover Letter



August 11, 2020

Brandon Robinson, Electrical Engineer Supervisor
Banning Electric Utility
(951) 922-3263
brobinson@banningca.gov

Electric Utility Line Extension Design from Mountain Ave to Wilson Street

Dear Brandon Robinson and Selection Committee,

Kewo Engineering Corporation, a California corporation, is pleased with the opportunity to offer a response to the Request for Proposals (RFP) for Electric Utility Line Extension Design from Mountain Ave to Wilson Street in the City of Banning. We are a multidisciplinary engineering design and consulting firm that specializes in electrical infrastructure projects throughout Southern California. We propose a team of professionals with successful track records and decades of experience supporting municipalities in the planning, development, permitting, design, and project management of various electrical engineering projects.

We bring the City of Banning the following key benefits:

- **Highly qualified and multi-disciplinary Account Manager** who holds three Professional Engineer licenses – in Electrical Engineering, Mechanical Engineering, Civil Engineering; certified Project Management Professional (PMP); Certified Information Systems Security Professional (CISSP); Certified Construction Manager (CCM); and licensed Class A General Engineering Contractor – unique qualities unmatched by anyone in the industry;
- **Extensive Experience** working on over 190 electrical facilities in Southern California for the largest municipal utility in the United States;
- **Local and committed team** with proximity to the City of Banning and a strong commitment for providing quality work.

We have no exclusions, conditions or provisions to the RFP or Sample Agreement.

As a small business, we understand that being a fully committed, reliable team member and providing high-quality service is essential for long-lasting partnerships. We look forward to creating an excellent working relationship with you.

Sincerely,

Brian B. Kewo, P.E., CISSP, CISM, PMP, CCM
President
(951) 231-7589
Brian.Kewo@kewocorp.com

Kewo Engineering Corporation
13760 Hunters Run Ct
Eastvale, CA 92880
www.kewocorp.com



SECTION TWO

2. Scope of Services



The Kewo Engineering team fully understands the scope of work and services to be provided to successfully address and implement the full range of projects outlined in the RFP.

1. GENERAL ENGINEERING SERVICES

a. Provide conceptual drawings, graphs, data collection, or charts as needed

Prior to developing our conceptual design, we will perform job walk to the site. This job walk activity is a part of data collection process. It's imperative to perform planning, pre-engineering and a job walk plan/agenda to ensure that there will be no recurring or additional job walks. We will take an abundance of pictures (typically 100+ pictures), including 360-degree photos and thermographs. This will help the team minimize the number of site visits, maintain documentation of the site, and develop catalog photos for future references.

With all jobs, safety is our top priority. We will ensure all attendees are trained in "Basic Job-walk safety" and properly equipped personal protective equipment (PPE) and necessary tools.

We will also perform desktop reviews of technical documentations and all relevant drawings before performing the job walk. As part of our job walk plan, we will develop a comprehensive list of items to verify in field during the site walk in addition to the standard checklists we use for job walks of the given project type.

Our team is located in Southern California and capable to perform the job walk with the City's team for all project locations.



After completing the job walk, we will start developing conceptual design for the line extension project. The conceptual design includes the basis of design and design narrative. This helps City personnel understand our design process and any major considerations and findings that need to be considered in the conceptual design.

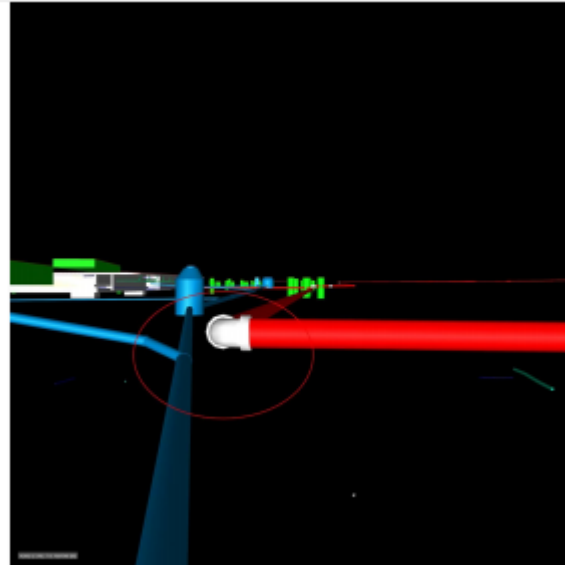
Our initial submittal will include conceptual drawings, job-walk reports, a brief design narrative, and other as required by the City. For any additional data that could not be gathered during our job walk and desktop review or questions relevant to the project, we will formally request such information via RFI (Request for Information) to the City. This will be done to ensure that the data transfer and communication between our team and the City are well documented.

**b. Provide Drafting/ AutoCAD Services**

We will provide drafting services as required by the City.

We understand that for a line extension project, it may be necessary to model our design in 3D model to help the City personnel understand the surrounding underground area and potential design conflicts with existing storm drain or other underground piping.

We have extensive experience in designing both underground and overhead electrical feeder construction. We are proficient in modelling the 2D and 3D design in various software such as AutoCAD, Microstation, and Revit.



Prior to submitting our drawings, we will perform an internal QA/QC process to minimize errors. As part of our review process, we will utilize Bluebeam Revu which has numerous useful features especially real-time drawing review for multiple users. We will also invite City personnel in our Bluebeam Revu session to provide an access of real-time comments and collaborative approach in reviewing the design. This will reduce time spent for the review process.

c. Provide research/search county, state or other areas for records or documents relevant to the project or task.

We will research state, county and city records for documents and drawings relevant to this project. This includes parcel maps, right of ways, existing utilities, and planned development.

d. Provide or acquire design services as required to complete tasks not specifically defined in the outline, but that may be required by specific task order.

There are changes that occur in nearly every project especially in as-needed contract. We have a nimble team that is set up to quickly respond when changes occur. Our attitude is solution-oriented and holistic. When we look at alternatives, we will also assess and consider the impacts to other systems and the solution that will bring the best value to the project. One of our main strategies for managing change is keeping stakeholders in the loop as decisions are being made. This gives stakeholders an opportunity to weigh in as the project updates and progresses can be incorporated as needed.

During project kick-off and conceptual design development phase, we will try to investigate further any additional design services necessary to be done in this project. Upon identification, we will notify City's personnel and discuss with them regarding the project plan and execution. Our key personnel that are



dedicated in this as-needed contract have multi-disciplinary background that allows us to provide flexibility and nimble response in delivering various design services.

e. Provide cost estimates for each construction phase

A cost model will be developed using the past similar projects experience, accurate estimates for the scope of work, and tailor towards the specific conditions in this project. This process continues through design, using “target value design” to provide accurate and certainty budgeting on an iterative cycle as the design is completed within the limits of the established budget.

Other than cost estimate, we will provide schedule estimate since it’s actively intercorrelated each other. To control the schedule, we will involve the City’s staff in the development of a realistic project schedule. We will meet with stakeholders to discuss the desired scope of work and any concerns with the requirements and/or design elements, which will be addressed and resolved in a timely manner to develop the project schedule. We will develop a detailed Work Breakdown Structure (WBS) to minimize deviation from initial planned budget.

We will sequence activities, estimate durations, and assign resources using expert judgement and various estimating techniques. The various project stages and milestones will be identified and presented in a Gantt chart using Microsoft Project using the critical path method. We will work closely with City’s staff and project team to produce weekly project schedule updates that will be used to plan and communicate our work.

2. SURVEYING

We will perform an aerial topographic map survey of the line extension at 1”=40’ scale and 1’ contour. We will supplement the aerial survey with a conventional topographical survey at specific critical areas. Surveying services will include surveys related to the horizontal and vertical alignment of the project.

We will perform an Underground Utility Survey (GPR) at various locations, estimated at no more than 25 locations. We will use GPR/RD/EM/EMI and other equipment to mark out known and unknown underground utilities and objects.

We will document the findings and add findings to overhead drone images of current site conditions.



3. DESIGN SERVICES UNDER CONSTRUCTION

a. Review of actual subsurface conditions to verify design

Subsurface conditions are a critical information that can impact the overall design and construction process. We will review the actual subsurface conditions to verify the design accuracy by reviewing the previous utility drawings that City has.

If there is not enough data to identify adjacent or surrounding area, our team will perform utility survey to verify the subsurface conditions in any project location. The utility survey will be attended by personnel who are experienced and qualified to perform the work and has the knowledge to ask the right questions and provide thorough responses. We will consider the findings and prepared a report in accordance with generally accepted engineering practices or City of Banning's standard.

This helps us to determine the subsurface conditions, evaluate the engineering characteristics of the subsurface materials, provide information to review the design of the foundations of the anticipated structures and present general earthwork recommendations for construction.

We will be completing an Environmental Review (ER) and coordinated a non-intrusive geophysical exploration using Electromagnetic (EM) Induction profiling and targeted Ground-penetrating Radar (GPR) technology at the Site. The ER will consist of a desktop study for the purpose of obtaining information related to potential environmental and/or geotechnical concerns as a result of operations or activities at the Site based on the design.

We will conduct an EM/GPR survey over targeted areas based on the proposed design at the Site to locate interpreted anomalous responses. Any revision in the plans for the proposed structures from those that will be mentioned in the report will be brought to the attention to the City's personnel so that they keep aware if changes in the foundation or earthwork recommendations are required.

If additional data are needed for design purposes or deviations from the noted subsurface conditions are encountered during construction, we will notify City's personnel immediately and waiting for their approval prior to performing additional data collections. Our team will provide the opportunity to review the final design and specifications prior to construction so the earthwork and foundation recommendations may be properly interpreted and implemented.

b. Review and Approval of Shop Drawings

We will do review and approve or take other appropriate action upon the submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract documents.

We will make sure that our choice of action will be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the project while allowing sufficient time in our professional judgment to permit adequate review.

This review allows us to check the conformity with the design as expressed in the City of Banning's design standard and requirement. Hence, we will always make sure that the project requirements are clearly



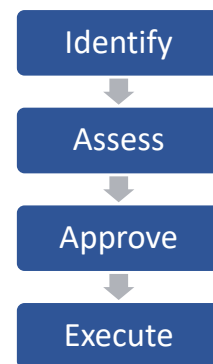
established and understood by our team and City of Banning personnel so both of us can check whether the requirements are already implemented in the design.

The review will include but not limited to field measurements, field construction criteria, materials, catalogue numbers and similar data. We will also make sure to indicate our review and approval of the drawing by including the date and the signature of a responsible person on each shop drawing.

c. Changes in Design Based on Field Conditions

We understand that changes are inevitable in any construction projects. However, change is also a common denominator in all construction projects, although the size, scope, and complexity of projects may vary significantly from case to case. Therefore, we always provide an effective mechanism for addressing changes by creating a change management plan.

Our change management plan will cover four steps which are Identify, Assess, Approve and Execute.



Identify

We will identify the extra work needed to fulfil these changes through our scope management plan. We will define the scopes of the changes and updated our Work Breakdown Structure to have a clear understanding of details and specific work to be changes. By doing this, we can identify options to achieve the change requirement with minimal impact on the project cost and schedule.

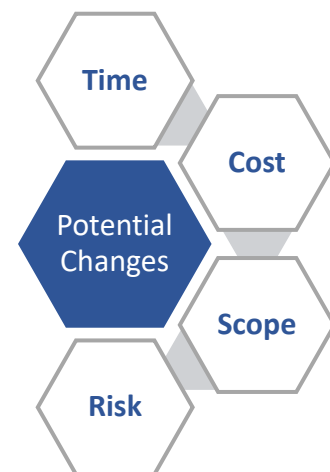
Assess

We will analyze all possible impacts that an identified change can have on the projects in terms of time, cost, scope and risk. Analysis and optimization of change options is required for decision-making – whether to go ahead with any of the change options or to undertake further investigations. This stage. The outcome of the evaluation is a summary of the change itself and the impacts of the change – a new updated action plan, cost, schedule, etc.

Approve & Formalize

Once we have a clear understanding about what the consequences of the changes will be, we will need approval from every stakeholder of the project. In the beginning of the project we will make sure that we already had a of the approval process when changes occur.

There will be a set of predefined approval processes for different types of changes and construction. But commonly all stakeholder involved must agree on the proposed change of work. This will be done through a change review process. This review will involve decision making on acceptance, improvement, or rejection of changes.





Execute

Since all the necessary precautions will already be done in the previous steps, no major decision is expected during the execution stage. To eliminate the tedious, error-prone manual procedure for retrieving and updating plan documents, we will opt to use an easy electronic access to the plans. We will create a safe file-sharing platform using Google Drive, Dropbox, or any other platforms that allow all the stakeholder to quickly mark the affected area of a plan and link the new design or RFI response to that annotation. This method will make sure all stakeholder can easily cross-reference the new design change.

d. Services as needed per PE stamp requirements on design drawings

Our project manager, Brian Kewo, is a licensed Professional Engineer in three engineering disciplines – Electrical Engineering, Civil Engineering, and Mechanical Engineering. This allows us to provide all three PE stamps necessary for any design drawings that we'll provide in this project. He will be responsible and overseeing all design drawings that we will be issuing in this project. This also brings the City of Banning various benefits including faster project coordination, faster project delivery, minimize the risk, and improving overall project delivery performance.

A blue-tinted photograph of an industrial setting, featuring a complex network of pipes, valves, and electrical conduits. The scene is partially obscured by a dark blue diagonal overlay in the bottom-left corner, which contains the section title. The pipes and structural elements are metallic and show signs of wear. Some pipes have white markings, including the letters 'HOCW' and 'SYS' oriented vertically. A bundle of white and black cables runs across the upper left portion of the image.

SECTION THREE **3: Budget**



COST PROPOSAL

Item No.	TASK	COST
TOTAL COST		\$134,240
1	Project Management and Coordination	\$9,800
	Kick Off Meeting and Regular Project Meetings	
	Project Management and Coordination	
2	General Engineering Services	\$76,580
	Site Visits	
	Desktop Review	
	Develop design drawings using AutoCAD.	
	Research county/city for records or documents relevant to the project or task	
	Revise Drawings as per City's Comments	
	Submit 100% Electric Utility Construction Plan Package	
	Develop Cost Estimates for each phase of construction	
3	Surveying	\$38,100
	Aerial Topographic Survey and Site Map. Survey to include the following:	
	a. Surveys related to the horizontal and vertical alignment of the project.	
	b. Conventional Topographical survey at specific critical areas.	
	Utility Survey (GPR). Price assumes GPR at no more than 25 locations. GPR Survey includes the following:	
	a. Use GPR/RD/EM/EMI and other equipment to mark out known and unknown underground utilities and objects.	
	b. Return with the survey crew to document the findings.	
	c. Add findings to overhead drone images of current site conditions.	
	Potholing. Assume 2 potholes. \$2,800 per pothole.	
4	Design Services Under Construction	\$9,760
	Review of actual subsurface conditions to verify design	
	Review and Approval of Shop Drawings	
	Changes in Design Based on Field Conditions	
	Services as needed per PE stamp requirements on design drawings	



LABOR RATES

Below is a copy of the rate sheets that were approved as part of the current “on-call” contract with the City of Banning Electric Utility. The proposed Project budget is based upon the following rates approved with the City.

Type of work or description of cost/fee (required)	Unit price/hourly rate (required)
Professional Services	
Project Manager	\$170/hr
Principal Engineer/Geologist	\$170/hr
Sr. Engineer	\$170/hr
Engineer III	\$150/hr
Engineer II	\$125/hr
Engineer I	\$115/hr
Drafter II	\$110/hr
Drafter I	\$95/hr
Field Inspection Services	
Inspector/Field Technician	\$115/hr
Special Inspections	
Special Inspections	\$115/hr
Laboratory Tests	
Testing Machine with Operator in Laboratory – 60,000 Pound Machine	\$135/hr
Testing Machine with Operator in Laboratory – 800,000 Pound Machine	\$250/hr
Concrete Strength Tests	\$35/each
Concrete Splitting Tensile Tests	\$65/each
Mix Design Tests – Laboratory Trial Batch with Slump	\$390/each
Mix Design Determine of Proportions	\$180/each
Review of Mix Designs	\$140/each
Unit Weight of Hardening Concrete	\$55/each
Drying Shrinkage	\$235/each
Soil Sieve Analysis	\$60/each
Hydrometer with Sieve Analysis	\$140/each
Surveying Services	
Surveyor	\$125/hr