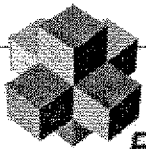


MEETING DATE: 6/13/2011

AGENDA ITEM: Award of Contract for Sidewalk Inspection Program and
Authorization to Purchase Internet-based Module of
MaintStar Work Order System

ATTACHMENTS

	<u>Pages</u>
1 Project Partners Proposal	1-6
2 MaintStar internet-based Module Proposal	7-9



**Project
Partners**

"The Right Staff at the Right Time and Price"
www.projectpartners.com

April 27, 2011

Mr. Eric Mirzaian
Sr. Management Analyst
Public Works Department
9505 W. Jefferson Blvd.
Culver City, CA 90232

SUBJECT: Proposal Response to Culver City - Citywide Sidewalk Inspections
Services RFP

Dear Mr. Mirzaian

We are a unique civil engineering staffing firm that provides professional interim and as-needed engineering, engineering support and inspection staff to public sector agencies. We are different from consulting firms as our employees reside on-site at our client facilities, working shoulder to shoulder with our client's staff, helping engineering, construction, and planning departments meet their goals and objectives.

Established in 1996, Project Partners, Inc. is a well proven company. We are a California Corporation and a certified minority business enterprise (MBE). We have been providing engineering resources in the Southern California region for 15 years.

Project Partners is pleased to submit this proposal and is excited about the opportunity to provide the City of Culver (City) with excellent Citywide Sidewalk Inspection Services.

We understand the importance of your project and we are ideally suited to assist the City for the following reasons:

- **Proven Technical Experience In Sidewalk Ramping And Grinding Inspections** - Project Partners has been assisting the City of Torrance with Sidewalk Ramping and Grinding Inspections for well over a decade. Because of our proven abilities, excellent staff, and strong understanding of the process, we have been their only contractor for the entire duration.

Our proposed inspector has the proven ability to not only meet Culver City's technical requirement, but has the experience and judgment needed to address the multitude issues that may arise. Also as critically important, he has proven effectiveness in addressing citizen and public issues.

18301 Von Karman Avenue
Suite 340
Irvine, CA 92612

phone: 949.852.9300
fax: 949.852.9322

- **Proven Efficient and Cost Effective Solution** - Project Partners is a cost-effective solution with billing rates at a fraction of typical consultant's rates.

THE PROJECT PARTNERS APPROACH

The Project Partners' mission is to provide Temporary Engineering, Engineering Support and Construction Management staff to public sector agencies. In addition, our goal is to foster a true client-partner relationship through an in-depth understanding of our client's requirements. With a proven knowledge of Civil Engineering project staffing that is combined with actionable best practices is the right formula to deliver successful projects and a long term client satisfaction.

PROJECT UNDERSTANDING AND PROVEN EXPERIENCE

Project Partners has strong experience in sidewalk inspection. As mentioned above, we have conducted this exact type of inspection for the City of Torrance for the last decade. During the late 1990's the City of Torrance elected to conduct a comprehensive sidewalk maintenance program in an effort to reduce the amount of claims being awarded against the City. Project Partners was initially hired to do exactly what Culver City is asking, conduct an initial city wide condition assessment program to determine the extent displaced sidewalks and lay the foundation for a ramping and grinding program. After the assessment, Project Partners was again retained to inspect and verify the work of the series of contractors grinding contractors. We were selected not only because of our proven excellent staff, knowledge of sidewalk grinding process and requirements, and cost effective approach, but also for our understanding and continued focus on the overall project goal; to build a effective sidewalk management program that gave Torrance's legal council the ability effectively reduce the City's liability and exposure.

Additionally, when the City of Santa Ana also embarked on sidewalk inspection project, they too turned to Project Partners. Not wanting high rates typically charged by consultants, and wanting a team player who worked seamlessly with their staff, we were selected and completed an 8 month, multi-staff assessment team that inventoried the entire city.

Though seemingly simple, sidewalk programs have its complications. Continuous accurate assessment of sidewalk vertical displacement of as little as 3/8 inch (standards used by Torrance) and a maximum 8.33% slope for ramping (ADA requirement) on unevenly uplifted sidewalks requires constant attention and judgment. Project Partners has learned how to be effective at balancing the need to catch all necessary repairs, while as to not over categorize all minor infractions that would result in an unnecessarily large and expensive grinding and ramping program. All this

while appropriately addressing citizen questions, repair requests, and complaints requires experience.

Project Partners has the proven experience needed to accomplish this job successfully.

PROPOSED EXPERIENCED INSPECTION STAFF

To assist the City in accomplishing the conditional assessment of its four Sidewalk Maintenance Districts, (comprised of 8.86 million square feet and approximately 420 miles of sidewalk), Project Partners is pleased to be able to offer a highly experience sidewalk inspector to field audit, evaluate and make qualified maintenance recommendations in accordance with the City's specifications and maintenance policies. Our proposed staff is the same inspector we are using at the City of Torrance. In other words, our approach is that our designated inspections staff work part-time at Torrance and part-time at Culver City. This is explained in more detail within the Scheduling section.

Experienced is important! Under our approach, our Inspection Staff will work in close coordination with the designated City of Culver City project manager. With this arrangement, Culver City will minimize its learning curve and almost immediately jump to level of a city like Torrance, that has had a decade long program. Our inspector will be able to transfer the knowledge gained, and the lessoned learned preventing Culver City from making unnecessary decisions or mistakes. In addition, by working actively with both Cities, Project Partners can help Culver City save considerable time and expense in developing not only a practical and useful database, but more important, a sidewalk program that is effective in meeting its goals of reducing the City's exposure to sidewalk tripping claims.

Project Partners is proposing to use the following inspector:

Mr. Kamyar Amjadi; a Project Partners employee, has been providing City-wide sidewalk inspection services for the City of Torrance for the last 6 years. He is tasked with providing daily updates to the City's sidewalk maintenance data base, complete inspection request from Citizens / Residents for sidewalk repairs, make recommendations based upon tolerance specifications and oversee contractor repairs and pedestrian safety during said repairs.

Mr. Amjadi photographs displaced sidewalk before and after repairs, double checks contractor repair measurements, re-inspects sidewalk segment upon repair completion and updates the sidewalk maintenance database. As an experience inspector, Mr. Amjadi is familiar with Pavement Preservation Techniques, Concrete Maintenance Repair Procedures and has provided Pavement Overlay Inspections for the City of Torrance.

A Resume of Mr. Amjadi is included in Attachment A.

Additional Equipment

In order to facilitate the Sidewalk inspection project, Project Partners will be providing additional specialized equipment to our inspectors. This equipment includes

1. Digital Camera – A digital camera was found to be necessary to document before and after condition in the database to. These photos proved useful not only in the City's legal defense, but also in the future assessment of the program. The sidewalk environment is a dynamic environment. Vertical displacement can occur not only over time as trees grow, but seasonally with the winter ballooning of underground tree roots and swelling of expansive soils.
2. Laptop Computer – To increase staff effectiveness of database population. Project Partners has found that inputting data in the field can not only expedite the overall a project, but facilitate City Project Manager's daily review of work accomplished.
3. Digital Smart Level – a digital level is needed as a verification tool that determines if a ramped slope is in compliance with ADA requirements. Because of the shallowness of the slope, visual assessment can not be required.
4. Tape Measure - To measure the vertical deflection of identified sidewalks.
5. Cell Phone - To provide easy communication access to our inspectors while they are in the field.

SCOPE OF SERVICES

Project Partners' inspection staff will accomplish the following:

- Inspector will walk and inspect the assigned day's sidewalk repair areas located within the designated maintenance districts. Inspect all public right-of-way sidewalks for condition and conformance with City rating specifications.
- Inspector will document all sidewalk displacements or tolerance defects via City required data forms. Memorialize said displacement or defect per digital photograph as required. Data will be recorded such that it can be incorporated into the City a database of inspection findings of designated Sidewalk Maintenance Districts.

- Inspector shall (as needed or if desired by the City) incorporate and address Citizen / Resident request for inspection or sidewalk repair in daily inspections routines.
- Inspector will evaluate sidewalk condition assessment to determine proper recommended action for displaced or defect sidewalk conditions. The inspector shall provide a daily report to City's Public Works Department with repair recommendations, pedestrian trip hazards and photos if required. A grind or ramp recommendation will be submitted based on City policy.
- For purposes of this proposal, it is assumed that inspectors will have a small work area which will include a desk and a phone.

PROPOSED SCHEDULE AND PROJECT DURATION

Project Partners is proposing that our inspector work part-time for the City of Culver City, (and part time for the City of Torrance). At this level of effort, we estimate that the assessment of the 4 Sidewalk Districts will be complete within 6 months.

HOURLY BILLING RATES AND FEES

Project Partners billing rates for the proposed inspector(s) are \$69.00 plus a \$ 2.00 per hour equipment fee for a total billing rate of \$71.00.

Inspector Classification	Hourly Billing Rate for 2011
Inspector I	\$71.00

*Project Partners billing rates are adjusted annually in January of each year.

At the City's option, if Culver City elects to provide our inspector with camera, laptop, and smart level, Project Partners will remove the equipment charge and reduce our total billing rate to \$69.00.

CLIENT REFERENCES

A List of Client References is included in Attachment B.

CLAIMS HISTORY

There are no active or pending claims against Project Partners, Inc. as of the date of this Request for Proposal response.

PROJECT PARTNERS COMPANY PROFILE

- Legal Name: Project Partners, Inc
- Address: 23195 La Cadena Dr., Laguna Hills, CA 92653
- Phone: 949-852-9300
- Fax: 949-852-9322

Again I would like to thank you for considering our services and should you have any questions or desire additional information, please do not hesitate to call at any time. We look forward to working with you and your staff.

Sincerely,

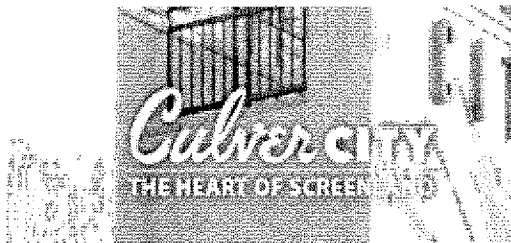
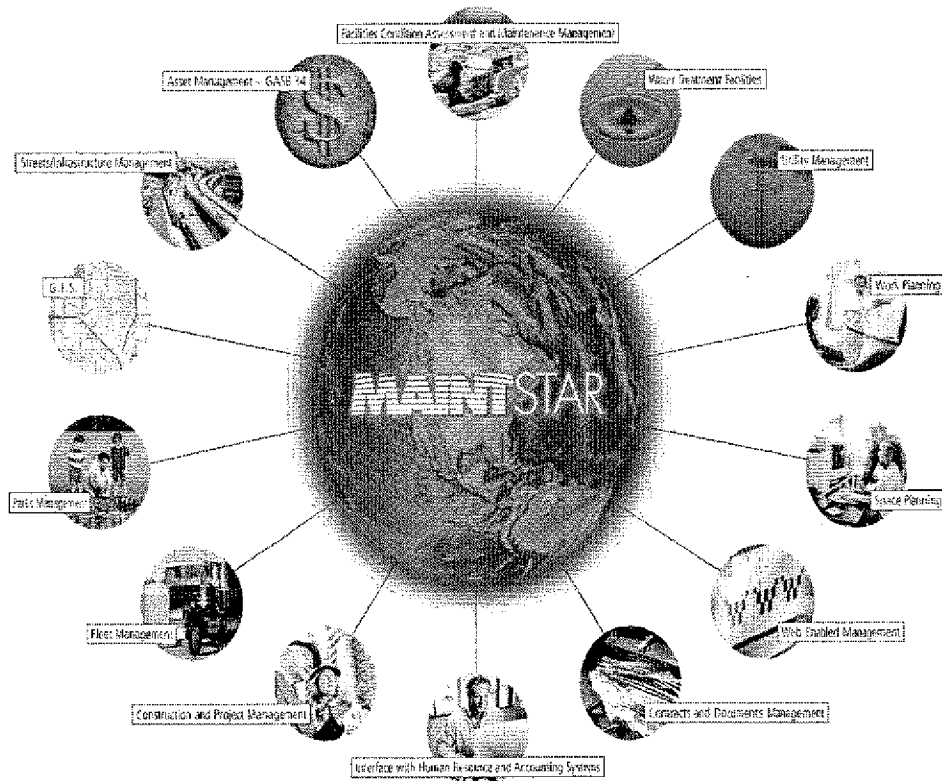
A handwritten signature in black ink, appearing to read "Kimo Look", with a horizontal line drawn underneath the name.

Kimo Look, P.E.
Project Partners

MANTSTAR

28 Hammond, Suite D
Irvine, California 92618
800-255-5675
www.maintstar.com
Bruce Mesnard
bruce@maintstar.com

SOFTWARE THAT MAKES PUBLIC WORKS ASSET MANAGEMENT AND MAINTENANCE SIMPLE



CITY OF CULVER CITY, CA
Asset & Maintenance
Management System WEB Upgrade

August 12, 2010



MAINTSTAR DELIVERABLES

City of Culver City DELIVERABLES

MaintStar software & services

Upgrade existing system to **MaintStar WEB** software system for a MS SQL Server database
Licensing for (15) Concurrent Users (MS database software not included)

1. **MaintStar WEB Upgrade**
2. **New Asset Management Modules**
 - Sewer/Wastewater
 - Streets/Traffic
3. **Software Installation**
4. **Operational Assessment**
5. **Project Management**
6. **Functional Data File Set Up & Implementation**
7. **Data Conversion of reviewed files**
8. **MaintStar Administrative & User-based Training**
 - (10) full days on-site training; unlimited # of participants, expenses included
9. **Annual Maintenance and Support**
 - Covers all technical support issues by phone or email
 - Entitlement to all future system upgrades while under Support

The vision of a Public Works enterprise system solution begins with a feature-rich platform for specific municipal asset and maintenance management. This platform must be able to grow over time in function and capability, producing increasingly stronger results in terms of efficiency, productivity and ultimately return on investment..



PROPOSAL COSTS & RATES

Software Licensing: Based on 15 concurrent users on a MS SQL Server database
(not included).

Module Name	Cost	
	Software	Annual Maint Fee
MaintStar WEB Upgrade (Reg. Price \$39,500)	\$ 29,500	\$ 6,500
Sewer Module (Reg. Price \$39,500)	\$ 39,500	\$ 3,500
Streets & Transportation Module (Reg. Price \$39,500)	\$ 29,500	\$ 3,500
Sub Total Software	\$ 98,500	\$ 13,500
Implementation Costs		
Software installation	\$ N/C	
Operational Assessment of existing departmental set-up	\$ N/C	
Project Management	\$ N/C	
Data files set-up & System Implementation	\$ N/C	
Data Conversion of existing Client/Server version data to MaintStar WEB	\$ N/C	
Data Conversion of properly presented & reviewed GIS asset data into the MaintStar WEB System	\$ N/C	
Implementation Set-up & Training (10 full days on-site) with unlimited appropriate department designates. Expenses included.	\$ 25,500	
Total Cost – Support Maintenance is in addition to the current annual maintenance support presently paid & subject to an adjusted inflation rate increase of 3.5% on an annual basis.	\$ 124,000	\$ 13,500
		TOTAL \$ 137,500
Additional services based on MaintStar no-profit rate @ \$155 per hour.		