



April 13, 2026

Ms. Kimberly Young, P.E., Senior Civil Engineer
CITY OF FONTANA
Engineering
8353 Sierra Avenue
Fontana, California 92335

Subject: Professional Construction Management Services for Etiwanda Avenue and Slover Avenue Street Widening Improvements

Dear Ms. Young:

TKE Engineering, Inc. (TKE) has been providing Project Management consulting engineering services to the City of Fontana (City) for the management of Etiwanda Avenue and Slover Avenue Street Improvements Project. TKE's current budget was established at \$157,812 to be billed on a time and materials basis and has been expended. The City has requested TKE to continue to provide additional project management services for the Etiwanda Avenue and Slover Avenue Street Improvements Project in which TKE will require additional budget. In addition, the City desires to retain professional engineering services for the construction management of the street widening along Etiwanda Avenue between 1,000 feet south of Slover Avenue and the UPRR bridge. In addition, the project includes widening and rail crossing improvements along Airport Drive/Slover Avenue between approximately 800 linear feet east and west of Etiwanda Avenue. The project includes installation of new water mains and storm drain piping, upgrade of the existing railroad crossing, structural wall installation for road widening adjacent to the existing bridge, slope grading, curb, gutter, sidewalk, driveway and ramp construction, asphalt concrete pavement, median curb, fencing, walls, traffic signal modifications, street light installation and signing and striping and private property improvement reconstruction. The City has agreements in place with ADO, Pacific Forge and Southern California Edison associated with private improvement restoration on the adjacent private property being impacted by the subject project. The project requires continued coordination with Union Pacific Railroad (Benesch), Caltrans, San Gabriel Valley Water Company (Fontana Water Company), Southern California Edison, Ontario Municipal Utilities Company, Inland Empire Utilities Agency for utility and facility installation, adjustment and abandonment. TKE's scope of services for the project has been listed below:

The following is a description of the required scope of services and additional budget amount required for each.

SCOPE OF WORK

TKE's scope of services is presented in the following paragraphs:

Project Management Services

Task No. 1 - Project Management

Project management includes biweekly meetings with staff to ensure critical decisions are presented to the City for direction at appropriate times, meetings and communications with the project team, field reviews of the site, progress reports, and regular review of project schedule and budget.

Total budget increase for the services described above is \$6,000.00.

Task No. 2 - Plan Checking

TKE will provide continued plan check and constructability review services for the project. We will identify design deficiencies, permit requirements, utility relocations, any constructability issues and cost savings measures and will ensure that the projects will meet all budget requirements. We will also provide an outline of our dispute resolution procedures for the City to review.

TKE has available budget remaining in this task and therefore, no budget increase for the services described above is required.

Task No. 3 - Right-of-Way Acquisition

Right-of-way acquisition has been completed, therefore TKE will no longer need to attend meetings and coordinate with appraisers, legal counsel, City staff, property owners and right-of-way consultants.

No budget increase for the services described above is required.

Task No. 4 - Permitting/Agency Coordination

TKE will review permitting and coordinate with appropriate agencies (UPRR, Benesch, Fontana Water Company, City of Ontario Municipal Utilities Company, IEUA, Private Businesses, etc.) affected by the work for relocations, DDW water separation waiver and completion of GO-88B approval. We will coordinate project schedules and work progress affecting the project with each appropriate agency/party. If appropriate, we will prepare permit applications and submit to appropriate agencies and track permit progress until complete.

TKE has available budget remaining in this task and therefore, no budget increase for the services described above is required.

Task No. 5 - Utility Coordination

TKE will provide continued coordination for submit design drawings to all agencies/utilities having underground facilities in the project area requesting that they verify their facilities are shown correctly and we will advise them of the project construction schedule and relocation requirements. In addition, we will coordinate final relocation construction prior to project bidding.

Total budget increase for the services described above is \$3,000.00.

Task No. 6 – Bid Package Preparation

TKE will review project plans and estimates provided by the design engineer and prepare project specifications for bidding purposes. Specifications will include details related to special construction requirements, preparation of bid items and bid quantities, required project phasing, utility relocation phasing and/or construction window establishment, and removal and reconstruction of necessary private improvements.

Total budget increase for the services described above is \$7,000.00.

Construction Management Services

Task No. 7 – Bidding Assistance

TKE will assist the City during project bidding by reviewing Contractor questions and providing required answers to questions or preparing responses to RFI's and associated addendum to provide clarifications of the contract documents as requested by the City. In addition, TKE will be available to review Contractor bid documents and assist with determination of bid deficiencies, review Contractor references and assist with determination of the low bidder.

Total budget increase for the services described above is \$7,240.00.

Task No. 8 - Preconstruction Meeting

A preconstruction conference will be held for the project. The conference will be attended by City staff, TKE's Construction Manager, the Construction Inspector, the Contractor, representatives of potentially affected utilities and representatives of any other affected agencies. Prior to the conference, we will prepare a conference agenda. At the meeting, we will discuss communication protocol requirements, safety and health procedures, permitting, traffic control requirements, schedule and phasing requirements, railroad coordination, utility coordination and inspection, storm water pollution prevention controls, procedures for contract submittals, contract administration, job-site access and delivery, progress payments, certified payroll, and coordination with others. After the meeting, it will be documented with minutes.

Total budget increase for the services described above is \$5,320.00.

Task No. 9 – Material Submittal Review

TKE will develop a list of all required material submittals and compare the list to the Contractors submittals. TKE will review all project submittals including traffic control plans. Each submittal shall be reviewed with City of Fontana staff and design team as required to verify compliance. We will maintain a project log which will include descriptions of submittals, submittal status, date received, and date returned. Once the submittals have been reviewed and accepted, they will be signed, dated, and sent to the Construction Inspector, City of Fontana staff, project Contractor and the file. Submittals will be returned within the time frame specified by the Contract Documents.

In addition to submittals, TKE will review all vendor and lab reports and certifications and material test inspections and correlate all reports with respect to the plans and specifications. TKE will provide a log for reports and certifications and notify the City upon any irregularities.

Total budget increase for the services described above is \$23,720.00.

Task No. 10 – Records Management

TKE utilizes an electronic records management system. Files include:

- Contract Documents, Addenda, Bulletins, and Reports
- All required local, other agencies and state records throughout the project duration and submit copies to the City's project manager, including labor compliance.
- Environmental Compliance Documents/ Agency Permits
- Material Submittals
- Contractor Correspondence (RFI's and RFC's)

- City Correspondence (Responses to RFI's and RFC's, Bulletins and other correspondence)
- Certified Payroll Records
- Change Orders
- Progress Payments
- Materials Testing Reports/Correspondence
- Surveying Records
- Inspection Field Reports/ Accident Reports
- Photo Logs
- Utility/Agency Correspondence
- Public Correspondence
- Operations and Maintenance Manuals
- Project Closeout Records

Total budget increase for the services described above is \$10,740.00.

Task No. 11 – Construction Meetings

TKE will be in constant communication with City staff during the projects entirety to ensure that the project is running smoothly and in accordance with the City's expectations. TKE will hold weekly meetings with City staff, Contractor and Inspector, meetings with utilities/agencies, and affected agencies. Each is discussed below:

City Meetings – TKE will meet with City staff as required to keep staff fully apprised as to construction progress and potential project issues. We will provide updates for construction budget and tracking of remaining contingencies in relation to potential change orders.

Weekly Construction Progress Meetings – our Construction Manager will meet with the project Contractor, Construction Inspector and the City on a weekly basis. We will prepare agendas and minutes for each meeting. Meeting agenda will typically include background, hot items, past dues action items, traffic control and safety, SWPPP, submittals, RFI's, construction phasing, project schedule, railroad coordination, utility coordination, potential issues, payment quantities, certified payroll deficiencies, and bulletins required.

Utilities/Agency Meetings – as mentioned above, TKE will invite utilities and agencies to the preconstruction conference. During that meeting, all potential project impacts will be discussed with each. During construction, should issues develop needing further discussions with utilities/agencies, TKE will meet with each and develop remediation strategies. Again, all meetings will be documented with minutes.

Total budget increase for the services described above is \$55,050.00.

Task No. 12 – Construction Management

With our current experience on the Etiwanda Avenue Street Widening Project, TKE is uniquely suited to respond to challenges that may occur during construction. Our manager's consistent communications with the City, utility agencies, UPRR (Benesch) and construction inspector will also provide immediate remediation alternative development.

TKE will review the project schedule and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, we will prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule contract obligations, TKE will request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, TKE will advise the City and will not execute any approval of such change without City authorization.

In addition, TKE will receive RFI's and RFC's (including written clarification requests and change-in-plan drawings) regarding the contract documents. TKE will provide any drawings, sketches and written responses in a timely manner to each with direction and will verify compliance with the Contract Documents. All RFI's and RFC's will be logged, including content of inquiry, date relayed and date of response. TKE will review all RFC's for any potential change in scope and notify the City if potential change orders may arise from the RFC.

Change conditions and time extensions that may warrant a change order will require a complete understanding of the impacts of the change of which TKE will need to consider in determining its resolution. TKE will seek appropriate comments from anyone impacted by the changed conditions and will closely consult with the City to develop the most cost-effective remediation alternative. Cost and scheduling impacts will be noted and presented to the City in accordance with the cities change order procedures prior to direction being given to the Contractor, including the preparation of Change Order drawings and specifications, if required.

To maintain cost controls, TKE will review project budgets on a weekly basis, or as warranted, by review of change orders, RFC's, and progress payments. In particular, quantities used on the project will be tracked to verify that they will not exceed contract budgeted amounts. Each month, TKE will provide a budget report to the City. Should an increase in budget be required, TKE will assist Staff with staff report preparation.

Regarding change orders, we will review any change order request received to determine if said request is warranted. If the change order request is not warranted, we will reject it in writing; prior to sending rejection letters to the Contractor, we will review it with City staff. If the change order request appears justified, we will review it with the Construction Inspector and compare it with field reports for confirmation of materials, equipment and/or labor involved; we will review same with City staff and receive City staff's approval prior to preparing and processing the contract change order. Change orders will be prepared on standard forms.

Should rejected change orders require additional consideration, we will negotiate with contractors to establish the impact of change conditions and we will attempt to complete negotiations prior to beginning work. If we fail to reach an agreement and the work must continue, we will direct the Contractor to complete the work. For all disputed work and force account work, the Construction Inspector will document the labor, materials and equipment used for the extra work for use in future negotiations.

Upon direction from the City, TKE will continue negotiating with Contractors to settle all disputes. However, City staff will ultimately determine the extent the City will go to achieve resolution. TKE will meet with both parties, either independently or together, as warranted until resolution is reached. TKE will complete all necessary calculations to support the City's position. TKE utilizes a proactive dispute avoidance program. Once an issue is identified, TKE works diligently to resolve it as timely as possible. The weekly meetings will also be used to avoid or resolve these disputes.

If required, TKE will perform labor compliance interviews and verification of labor compliance for the project with each payment request submitted. Should deficiencies be noted, corrective action will be requested from the contractors prior to payment release.

Total budget increase for the services described above is \$185,550.00.

Task No. 13 – Pay Requests

Each month, TKE will review the construction payment requests submitted by the contractors for work completed and the construction schedule. We will review the work completed and payment requests to ensure that the quantities and amounts requested reflect the actual work completed. After each request has been reviewed (and revised if necessary), we will approve it and forward it to staff for approval and payment along with a written statement of completed review. We will also submit a monthly status report with each payment request that will advise the City of compliance with the project schedule.

TKE will track and log any Preliminary and Stop Notices prior to each month's progress payment. If any stop notices have been issued, we will direct the Contractor to rectify the notice and provide proof of the rectification prior to release of payment.

TKE will also provide monthly reports highlighting project progress, change orders, cost issues, and schedule.

Total budget increase for the services described above is \$19,960.00.

Task No. 14 – Construction Surveying

TKE will provide construction staking services for the project. Construction staking will include site control to develop control and establishment of centerline monumentation and elevation's for City's benchmarks around the site to be utilized during construction. In addition, we will provide staking and grade sheets as necessary for all items required for construction including but not limited to, clearing and grubbing, rights-of-way, temporary construction easements, rough grading, asphalt concrete and PCC demolition limits, conduit installation, vaults, manholes, sewer pipe, street lights, traffic signal poles, curbs, median curb, walkways, ramps, driveways, fences, walls, asphalt concrete pavement blue tops and relocation of private property improvements. In addition, we will tie out all monumentation on the project site prepare temporary monument tie sheets and reinstall all removed monumentation with new tie sheets.

Total budget increase for the services described above is \$156,440.00.

Task No. 15 – Agency Coordination

TKE's Construction Manager will review permitting and coordinate with City of Fontana, City of Ontario, Caltrans, UPRR (Benesch), and utility agencies affected by the work. We will coordinate project schedules and work progress affecting the project with each appropriate agency. If appropriate, the Construction Manager will invite affected agencies to attend the weekly progress meetings to review the project schedule, summarize project requirements and discuss them at these weekly meetings.

Total budget increase for the services described above is \$24,280.00.

Task No. 16 – Project Close-Out

After project construction is essentially complete, we together with City staff, will field review the project and prepare a construction deficiencies list (punch list) of items requiring remedial work. After all deficiencies are corrected, our Construction Manager will prepare a letter,

recommending acceptance of the project. Once the remedial work is completed, TKE will review and process the final project invoice.

TKE will assist the City to identify, track and monitor the completion of warranty work prior to the construction completion date. We will obtain lien waivers, bonds, guarantees, warranties, if required, and other documents required by the Contract Documents for final Contract Closeout.

In addition, we will prepare the Notice of Substantial Completion to establish the date for the commencement of contract warranty periods and acceptance of maintenance responsibility by City. We will provide the Contractor with a list of any remaining incomplete work requirements to be completed prior to Final Completion.

After all project requirements have been completed, we will prepare a "Notice of Completion" report documenting the final completion of the project and acceptance of the project improvements by the City.

We will forward copies of all records and we will prepare a summary of construction changes, final cost, and schedule revisions.

Total budget increase for the services described above is \$11,840.00.

Task No. 17 – Record Drawings

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the improvements as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records. Drawings will be forwarded to the design engineer to prepare final as-built drawings to be provided to the City.

Total budget increase for the services described above is \$5,420.00.

Reimbursables

Reimbursables include cost for prints, copies, mileage, etc.

Total budget increase for the services described above is \$10,431.00.

FEE

TKE requests an additional \$531,991.00 and that the City increase TKE's current budget from \$157,812.00 to \$689,803.00. TKE is available to meet with City Staff to discuss the requested extra work and budgets upon your request. If you have any questions, please advise.

TKE's fee to provide the scope of services described above is shown on the attached fee table breakdown. TKE will invoice monthly in accordance with our rate schedule and will not exceed our fee without prior approval from the City.

TKE's scope is based off construction management for a construction period of 220 working days and was developed based on our understanding of the project plans and specifications.

Again, thank you for the opportunity to submit our proposal to provide professional engineering services. If you have any questions, please contact me at (951) 680-0440.

Sincerely,



Terry Renner, P.E., P.L.S., Q.S.D.
Senior Vice President
TKE ENGINEERING, INC.

Attachment: Fee Table Breakdown

City of Fontana

Professional Construction Management Services for Etiwanda Avenue and Slover Avenue Street Widening Improvements Consulting Engineering Fee

Task No.	Task	Construction Manager		Assistant Construction Manager		Clerical		Survey Crew		Total
		Hours	\$	Hours	\$	Hours	\$	Hours	\$	
Scope of Services										
	Tasks 1-6 - Budget Adjustment									\$ 16,000
	Task 7 - Bidding Assistance	16	\$ 2,880	24	\$ 3,600	8	\$ 760		\$ -	\$ 7,240
	Task 8 - Preconstruction Meeting	12	\$ 2,160	16	\$ 2,400	8	\$ 760		\$ -	\$ 5,320
	Task 9 - Material Submittal Review	40	\$ 7,200	100	\$ 15,000	16	\$ 1,520		\$ -	\$ 23,720
	Task 10 - Records Management	8	\$ 1,440	24	\$ 3,600	60	\$ 5,700		\$ -	\$ 10,740
	Task 11 - Construction Meetings	140	\$ 25,200	180	\$ 27,000	30	\$ 2,850		\$ -	\$ 55,050
	Task 12 - Construction Management ²⁾	520	\$ 93,600	480	\$ 72,000	210	\$ 19,950		\$ -	\$ 185,550
	Task 13 - Pay Requests	40	\$ 7,200	80	\$ 12,000	8	\$ 760		\$ -	\$ 19,960
	Task 14 - Construction Surveying	12	\$ 2,160	24	\$ 3,600	24	\$ 2,280	560	\$ 148,400	\$ 156,440
	Task 15 - Agency Coordination	64	\$ 11,520	80	\$ 12,000	8	\$ 760		\$ -	\$ 24,280
	Task 16 - Project Close-Out	24	\$ 4,320	40	\$ 6,000	16	\$ 1,520		\$ -	\$ 11,840
	Task 17 - Record Drawings	8	\$ 1,440	24	\$ 3,600	4	\$ 380		\$ -	\$ 5,420
	Subtotal:	884	\$ 159,120	1,072	\$ 160,800	392	\$ 37,240	560	\$ 148,400	\$ 521,560
									Reimbursables (@2%)^{1.)}:	\$ 10,431
									Construction Management Total:	\$ 531,991

Rates:

Construction Manager	\$ 180 /HR
Assistant Construction Manager	\$ 150 /HR
Clerical	\$ 95 /HR
Survey Crew	\$ 265 /HR

Notes:

- 1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.
- 2.) Assumes Construction Period of 220 Working Days

TKE Engineering, Inc.