

RESOLUTION NUMBER 5640

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PERRIS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO CONTRACT SERVICES AGREEMENT FOR CITY ENGINEER SERVICES WITH INTERWEST CONSULTING GROUP, INC. AND APPOINT AN INTERIM DIRECTOR OF PUBLIC WORKS

WHEREAS, Government Code Section 21221(h) permits the City Council to authorize the City Manager to appoint a California Public Employee's Retirement System ("CalPERS") retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as the single appointment meets the following general conditions: (i) the hours worked do not exceed 960 hours in a fiscal year, (ii) the hourly compensation does not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a published pay schedule for the vacant position, and (iii) no other benefits, incentives, compensation in lieu of benefits, or any other forms of compensation are provided in addition to the hourly rate; and

WHEREAS, the Director of Public Works position remains vacant and such vacancy is disrupting the operations of the Public Works Department; and

WHEREAS, the City is currently actively recruiting to permanently fill the Director of Public Works position (beginning March 6, 2020) and will be accepting and reviewing applications and conducting background checks during the term of this interim appointment; and

WHEREAS, the City anticipates permanently filling the Director of Public Works position by April 1, 2021; and

WHEREAS, to ensure the continued efficient operation of the Public Works Department, the City Council desires to retain the services of Joe Indrawan, who is a retired member of CalPERS, to serve on an interim basis as Interim Director of Public Works until a permanent replacement for the Director of Public Works is retained, but in no event longer than a year; and

WHEREAS, Mr. Indrawan has thirty years' experience in municipal public works administration and previously served as a Public Works Director and City Engineer and Civil Engineering Manager and, therefore, can provide the leadership, managerial, and organization skills necessary to oversee the Public Works Department; and

WHEREAS, it is understood by the City and Mr. Indrawan that the combined total hours to be served by Mr. Indrawan in any fiscal year for all CalPERS employers combined shall not exceed the 960 hour limitation set forth in California Government Code Section 21221(h) and Section 7522.56(d); and

WHEREAS, the hourly rate paid to Joe Indrawan will be \$94.59 per hour, which is the maximum base salary for the Director of Public Works position (\$16,396 divided by 173.33); and

WHEREAS, this appointment shall only be made once pursuant to Government Code Section 21221(h) and, therefore, will end by April 1, 2021 or earlier if terminated by the City or Mr. Indrawan; and

WHEREAS, the City Council has reviewed the proposed amendment to contract services agreement with Interwest Consulting Group by and between Interwest and the City of Perris.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PERRIS, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council finds the above recitals are true and correct and incorporated herein by this reference.

Section 2. Joe Indrawan has the specialized skills needed to temporarily perform the work required of the Director of Public Works position on an interim basis until a permanent Director of Public Works is hired by the City and thereafter begins service. The job description for the Interim Director of Public Works attached hereto as Exhibit A.

Section 3. The City Council hereby authorizes the City Manager to appoint Mr. Joe Indrawan as Interim Director of Public Works effective March 10, 2020 pursuant to the authority provided under Government Code 21221(h) and 7522.56, during the recruitment, selection and employment of a permanent Director of Public Works, to provide the critically needed, specialized skills necessary to manage the Perris Public Works Department.

Section 4: The amendment to contract services agreement for City engineer services under which the services of Joe Indrawan are provided, of which a copy is attached as Exhibit B, is hereby approved by the City Council.

Section 5. The City Manager is authorized to execute an amendment to the Interwest agreement which includes Joe Indrawan's services, on behalf of the City, with the effective date of March 10, 2020 and other technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

ADOPTED, SIGNED and APPROVED this 10th day of March, 2020.

Mayor, Michael M. Vargas

ATTEST:

City Clerk, Nancy Salazar

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF PERRIS)

I, Nancy Salazar, CITY CLERK OF THE CITY OF PERRIS, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution Number 5640 was duly and regularly adopted by the City Council of the City of Perris at a regular meeting thereof held the 10th day of March, 2020, and that it was so adopted by the following called vote:

AYES: ROGERS, MAGAÑA, CORONA, RABB, VARGAS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

City Clerk, Nancy Salazar

EXHIBIT “A” TO RESOLUTION ____

[Job Specifications on following pages]

EXHIBIT "B" TO RESOLUTION ____

[Amendment to Contract Services Agreement for City Engineer Services]



Director of Public Works Class Specification

**FLSA Designation: Exempt
Effective: 12/2004
Revised: 09/2017**

DEFINITION

Under general administrative guidance, to plan, direct, manage, and oversee the activities and operations of the Public Works Department including water distribution, sewer maintenance, streets, drainage, fleet, parks, landscape, traffic signals, street lights, animal control, facilities, and special district maintenance; to coordinate assigned functions and activities with other City departments and outside agencies; to develop, implement, and administer goals, objectives, policies, and procedures for providing effective and efficient public works services; and to provide highly responsible and complex administrative support to executive City management.

SUPERVISION EXERCISED

Exercises direct supervision over management, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Exercise full management responsibility for all Public Works Department services and activities including water distribution, sewer maintenance, streets, drainage, fleet, parks, landscape, traffic signals, street lights, animal control, facilities, and special district maintenance.

Provide highly complex project support to the executive City management; present and recommend projects to the City Council and Executive City Management.

Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Oversee the production of Public Works project cost estimates, completion schedules, and project implementation budgets; review and approve contracts, financial documents and other financing arrangements, and coordinate efforts with other departments, including general counsel.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of

changes.

Represent the Public Works Department to other City departments, elected officials and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, and coordinate the Public Works Department's work plan; meet with management and staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and initiate corrective actions.

Manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the tracking, monitoring, and approval of expenditures; Confirm the need for and the implementation of budgetary adjustments; maintain records according to accounting policy and procedure.

Develop and direct, the implementation of a Street Rehabilitation and Maintenance Program.

Coordinate Public Works Department activities with those of other departments and outside agencies and organizations.

Develop a plan, and oversee the maintenance and security of City facilities.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports, analyses, and other necessary correspondence.

Direct and conduct a variety of organizational and operational studies and investigations, identify trends and patterns; and recommend modifications to Public Works programs, policies, and procedures as appropriate.

Direct and manage the evaluation and development of plans and schedules for short and long-range public works maintenance programs; organize available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compile estimates, contract provisions, and specifications; approve and secure approval of plans; and implement action plans.

Direct the development and review of the design, materials, and process proposed for new construction or major repairs for City facilities and improvements; prepare and/or review ordinances for executive City management and City Council consideration; recommend levels of service for utilities, streets, and drainage areas.

Participate on a variety of boards and commissions; attend and participate in professional group

meetings; stay abreast of new trends and innovations in the field of public works.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive public works program.

Organization and management practices as applied to the analysis and evaluation of public works programs, policies, and operational needs.

Modern and complex principles and practices of public works program development and administration.

Methods and techniques for writing and giving presentations, conducting and administering contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Public Works Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works services.

Plan, organize, direct, and coordinate the work of management, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, executive City management, and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new public works service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative reports, presentations, and analyses.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to public works programs and functions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Minimum Qualifications:

Experience:

Ten (10) years of responsible public works experience including five (5) years of management and supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major course work in engineering or a related field. A Master's degree is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of a Certificate of Registration as a Professional Engineer in the State of California.

Possession of, or ability to obtain, a Grade II Water Distribution Operator Certificate.

Special Requirements:

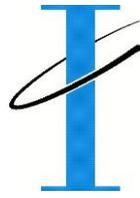
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Effective Date: September 2017

February 27, 2020

INTERWEST CONSULTING GROUP, INC.



9300 W. Stockton Boulevard, Suite 105

Elk Grove, CA 95758

916.683.3340

www.interwestgrp.com

City of Perris
Perris City Hall
101 N. D Street
Perris, CA 92570

Attn: Clara Miramontes, Assistant City manager

RE: Proposal – Perris Phased ADA Self-Evaluation and Transition Plan

Dear Ms. Miramontes:

Interwest Consulting Group was asked to prepare a scope and fee to prepare a phased ADA Self Evaluation and Transition Plan for the City of Perris in order to meet budget constraints.

This proposal addresses the list of parks and Perris Owned properties with public access provided to me by the City. The proposal does not include an evaluation of public street ramps.

At the end of the phased ADA Self Evaluation and Transition Plan, the City will have a defensible plan that has costs and a prioritized list of improvements for all the public buildings and parks.

My contact information is troschen@interwestgrp.com, (916) 303-2780, or mobile (916) 842-1069.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Theron Roschen', with a long, sweeping horizontal line extending to the right.

Theron Roschen, PE

Municipal Services Manager

SCOPE OF WORK

This Scope of Work is submitted to the City of Perris for preparing a phased ADA Self-Evaluation Report and an ADA Transition Plan. This scope of services will provide investigation and identification of barriers to access and to compile an ADA Self-Evaluation Report for City owned facilities and program services, in accordance with Americans with Disabilities Accessibility Guidelines (ADAAG), the California State Accessibility Standards (CSAS) and State Title 24 Building Code.

The goal of this project is to provide the City of Perris with tools to identify existing and future accessibility needs, document accessibility facility standards, and to provide design criteria for future facilities development. Our Scope of Work consists of six (6) Tasks, detailed below, that will address steps detailed in the RFP Scope of Services.

TASK 1 | PROJECT MANAGEMENT, PROGRAMMING, AND DEVELOPMENT

This task will include at least three meetings with appropriate City staff members to discuss the overall form of the ADA Self-Evaluation and Transition Plan, the results of the ADA Self-Evaluation, and develop a Transition Plan. Meetings will be held with appropriate staff at key milestones to refine tasks and schedules. Items of discussion will include available capital resources in determining the appropriate approach for the implementation of the report, points of contact, the designated City ADA coordinator, level of detail during the inventory phase and the type of reporting (GIS or other) that will be provided.

TASK 2 | REVIEW AND EVALUATE CITY'S POLICIES AND FACILITIES

This task will include the review and evaluation of City's current policies and facilities that may impact people with disabilities. Reviews and discussion will be held with all departments including activities and services that involve the public, facilities owned by the City, and programs and plans for public infrastructure improvements to better evaluate the current level of program accessibility. A Self-Evaluation investigation will be conducted with each department as part of this process. Responses will be compiled and a list of all policies and facilities subject to the requirements of ADA will be developed. The findings and recommendations resulting from the research, field data collection and data analysis will be included in the Self-Evaluation Report which will be available for City review.

TASK 3 | FIELD SURVEY REPORT OF EXISTING CONDITIONS

This task will include a visual inventory of the public side of City facilities listed in Attachment 1. Inventory will include city buildings, parks, parking lots for compliance with the State Title 24 Building Code and the Federal ADA Accessibility Guidelines. This Field Survey Report will include a table of identified barrier locations, description (dimensions, slopes, materials, and deficiencies), identification of noncompliance, digital photo documentation, facility diagrams, recommendations for compliance with associated cost estimate, and reference drawings and standard drawings where applicable. Individual quantities will not be obtained or calculated. The Evaluation will be performed to develop an order of priority and magnitude of a work plan for implementation under the Transition Plan.

The following inventory of Public side of City facilities and areas of public rights-of-way are attached and include:

List of Facilities	Qty
City Service Facilities *	12
Parks & Recreational Facilities *	24
Curb Ramps ** NOT IN CONTRCAT	6516

* List provided by the City

** Estimate based on List Provided by City (assuming 4 per intersection)

PROPOSED GIS SOFTWARE

Interwest proposes to perform the field survey work using an Esri based ArcGIS Online / ArcGIS Collector solution compatible with the City's Esri ArcGIS. Interwest would be using iPad tablets connected to the Interwest ArcGIS Online account throughout the duration of the collection phase of the project. The proposed solution will allow field staff to efficiently locate ramps and assess their characteristics relative to ADA requirements. After the field collection is complete, all data will be downloaded into a spreadsheet format, along with any corresponding imagery. Also, simple hardcopy map(s) will be prepared to depict the locations of the collected ramps. All data and imagery collected will be the property of Perris at the completion of the project.

TASK 4 | CLASSIFICATION OF NON-COMPLIANT BARRIERS

Once an Inventory Report has been developed, each non-compliant barrier will be classified with a severity level. This classification will assist the City in determining how to prioritize and plan for future work. Classifications can be based on a ranking from 1 to 5 based on cost estimates, location priority or a combination of both. This includes the development of the classifications and assigning a classification to each non-compliant barrier. The information generated from this report can be provided through GIS linkage using aerial maps.

TASK 5 | DEVELOP DRAFT ADA TRANSITION PLAN AND PUBLIC OUTREACH

This task will include the development of a Draft ADA Transition Plan and will be based on Task 1. Project Management, Programming, and Development for the framework. The report will include a background of the ADA requirements and process, overview of current standards and best management practices, self-evaluation, transition plan schedule, ADA Grievance Procedure, and Program accessibility guidelines, standards, and resources. Details of the self-evaluation that will be included are inventory and findings of existing facilities, recommendations to obtain and maintain ADA compliance based on classification of barriers, identify goals and objectives for the implementation and monitoring of ADA compliant facilities. The plan will also include a tracking system detailing the priorities, estimated costs and timeframes for transition that will be updateable by City staff.

Public participation and input are an important component of plan development and will be encouraged during development and public review of the Plan. Interwest will support the City's efforts to develop a comprehensive ADA Plan and encourage stakeholders and the community to participate in plan development. Interwest's Public outreach efforts for the Plan will include a downloadable public survey posted on the City's web site and social media outlets, publish the notice in a local newspaper and distribute mailers to Perris stakeholder groups such as the Chamber of Commerce and

other community-based groups. The City shall provide the list of stakeholders, post the survey on the City’s website, social media accounts and complete updates to each as needed. The City shall also include notice in the City’s e-newsletter. The survey will help the City assess local residents’ impressions of accessibility and where improvements can be made. The survey will be limited to no more than ten questions.

Methods and results of the public outreach efforts will be documented in the ADA Self-Evaluation and Transition Plan. A Draft copy will be given to the City for review and comment prior to public notification.

TASK 6 | PREPARATION OF FINAL ADA TRANSITION PLAN

This task will include the development of a presentation for City staff to take to Council or to City Management. The presentation will include the results of field evaluations, public outreach efforts, findings, and recommendations. The Plan will include; order of magnitude cost estimates for needed improvements, proposed implementation schedule based on City budget and undue burden criteria, measures for monitoring implementation, and procedure for updating the Transition Plan. Interwest will provide a database for the Transition Plan that correlate all components of facility and streets, reference and standard drawings, measurements and photographs.

A final version of the ADA Transition Report will be delivered to include comments from City staff, City Council and the public. This report will allow the City to move forward with a plan for improvements. Five (5) bound copies of the final ADA Self-Evaluation and Transition Plan will be provided as well as editable electronic copies in both Microsoft Word and pdf formats. All data files and project maps associated with the field investigations and facility evaluations shall be delivered to the City staff.

RESPONSIBILITIES OF THE CITY

To meet the City’s expedited schedule, it is important to have open communication. The city should review and approve draft reports and documents for the public and discuss department activities in a timely fashion determined at the kick-off meeting. The City will be responsible for posting of information and on their website

MAJOR MILESTONES AND DELIVERABLE DATES

The level of effort required to complete the listed scope of work is as follows:

Major Milestones and Deliverable	Weeks
Task 1. Programming and Development	On-going
Task 2. Review and evaluate City’s policies and facilities	3
Task 3. Inventory Report of Existing Conditions	4
Task 4. Classification of non-compliant barriers	2
Task 5. Develop Draft ADA Self-Evaluation Report and Public Survey (includes 2-week City review)	4
Task 6. Preparation of Final ADA Self-Evaluation Report (includes 2-week City review)	4
Total	17

Notes:

- There is no additional charge for travel between Interwest offices and the City of Perris. In addition, there is no charge for shipping, supply or material costs.
- City shall provide current City policies, programs, and practices, give access to buildings for inspections, and make staff available for interviews and questions.

PROJECT FEES

<i>Estimated Hours by Task</i>	Project Manager	Project Engineer	PW Obs/Bld CASP/ Admin	GIS Analyst III	TOTALS
	\$160	\$125	\$100	\$120	
Partial Self-Evaluation and Transition Plan					
Task 1 Project Management, Programming and Development	10	10	4	2	\$3,490
Task 2 Review and Evaluate City’s Policies and Facilities	16	20	36		\$8,660
Task 3 Field Survey Report of Existing Conditions (Parks & Buildings Only)	2	12	36	2	\$5,660
Task 4 Classification of Non-Compliant Barriers	6	12	36	2	\$6,300
Task 5 Develop Draft ADA Transition Plan	12	32	30	0	\$8,920
Public Outreach (+\$700 Outreach Materials)			30		\$3,700
Task 6 Preparation of Final ADA Transition Plan	8	10	20	2	\$4,770
TOTAL WORK HOURS	54	96	192	8	350
TOTAL COST	\$8,640.00	\$12,000.00	\$19,200.00	\$960.00	\$41,500

Notes:

- Under Task 3, the proposed cost under this task is based on the estimated list of facilities as listed in the Proposal. Should the inventory listed be reduced or increased, the proposed cost will be amended to reflect the level of effort.
- There is no additional charge for travel between Interwest offices and the City of Perris. In addition, there is no charge for shipping, supplies or material costs.
- The rates displayed in the fee schedule below reflect Interwest’s current fees. Hourly rates are typically reviewed yearly on July 1 and may be subject to revision unless under specific contract obligations. In addition to Interwest Schedule of Hourly Billing Rates, we will include a Schedule of Charges (Rates) for a Public Outreach subcontractor.

INTERWEST CONSULTING GROUP
 Schedule of Hourly Billing Rates
 2020



CLASSIFICATION

CLASSIFICATION

HOURLY BILLING RATE

Engineering

Principal in Charge.....	\$175
Project Manager.....	160
Traffic Engineer.....	140
Supervising Engineer.....	140
Senior Engineer.....	140
Engineering Associate III.....	125
Engineering Associate II.....	115
Engineering Associate I.....	105
Engineering Technician III.....	95
Engineering Technician II.....	85
Engineering Technician I.....	85
Student Trainee.....	30
Grading Plans Examiner.....	120

Building & Safety Services

Certified Building Official.....	150
Senior Structural Engineer.....	140
Licensed Plan Review Engineer.....	140
Senior Plan Review Architect.....	125
ICC Certified Plans Examiner.....	100
Senior Plans Examiner.....	105
CASp.....	100
Permit Technician.....	60
Inspector III.....	95
Inspector II.....	85
Inspector I.....	75
Code Enforcement Officer.....	80
Fire Protection Engineer.....	135
Fire Marshal.....	110
ICC Fire Plans Examiner.....	100
Fire Inspector.....	95

Geographic Information Systems

GIS Project Manager.....	135
Database Administrator.....	125
Senior GIS Analyst.....	120
GIS Analyst.....	95
GIS Technician.....	70

Administrative

Management Analyst II.....	90
Management Analyst I.....	80
Senior Administrative.....	70
Administrative III.....	65
Administrative II.....	60
Administrative I.....	55

List of Perris Owned Properties

1.	City Hall	101 North D Street
2.	Senior Center	100 North D Street
3.	Public Works	1015 South G Street
4.	Animal Control	1093 Harley Know Boulevard
5.	Housing Department	135 North D Street
6.	Development Services Department	135 North D Street
7.	Council Chambers	101 North D Street
8.	Bob Class Gym	101 North D Street
9.	Emergency Operations	300 East 1st Street
10.	Statler Building	120 North Perris Boulevard
11.	Placentai Substation	333 Placentia Avenue
12.	Cesar Chavez Library	163 East San Jacinto Avenue

Parks

1. Banta Beatty Park
2. Bob Long Park
3. Copper Creek Park
4. Fletcher Park
5. Foss Field Park
6. Frank Eaton Memorial Park
7. Goetz Park
8. Howard Shlundt Park
9. Liberty Park
10. Linear Park East
11. May Ranch Park
12. May Ranch Pocket Park
13. Mercado Park
14. Metz Park
15. Monument Ranch Park
16. Morgan Park
17. Paragon Park
18. Patriot Park Sports Complex
19. Pocket Park (D Street)
20. Pocket Park (El Nido)
21. Pocket Park (Sparow Way)
22. Rotary Park
23. Russel Stewart Park
24. Skydive Baseball Park

Corridors

Consisting of 1,629 intersections (4 ramps per intersection)