

March 23, 2022

William S. Hart High School District  
Attention: Mr. Michael Otavka, Director of Facilities, Planning & Construction  
21380 Centre Pointe Parkway  
Santa Clarita, CA 91350

SUBJECT: Proposal for Project Bid Readiness Review – Castaic High School South Access Road

Dear Mr. Otavka:

Thank you for the opportunity to submit this proposal for the evaluation of the current Project Bid Readiness Review for the Castaic High School South Access Road Project “Project”. This proposal presents our understanding of the needs of the William S. Hart High School District “District”. NTI offers our services to the District given our experience delivering similar projects. The Scope of Work outlined in this proposal are intended to help the District progress the project to construction.

### **Project Understanding**

This project entails the design and construction of the Castaic High School South Access Road, serving as a second access for the recently opened Castaic High School along the alignment adopted by the Los Angeles County. Construction of Castaic High School South Access Road is a complex public project requiring numerous consultants to compete various tasks to ensure a successful project. Those consultants need to be coordinated to ensure the information / design is consistent across all practices. District Staff desires to see the project progress to a point where construction bids can be solicited. The project funding and timing for construction are yet to be established.

The District is requesting a limited scope of work to determine the current project status which will include:

- Evaluate Project Plan Approval Status
- CEQA Project Review
- Draft Schedule for delivery of the project.
- Recommendations to move the project forward.

### **Work Plan/Scope of Work**

NTI will provide the following Scope of Work:

#### **PHASE 1.0 EVALUATION**

##### **Task 1.1 - Pre-Scope Conference (4 hours)**

NTI staff will with District Staff to develop an understanding of current project status and any specific District concerns. In addition the a review of the Settlement Agreement will be performed for inclusion in Report.

##### **Task 1.2 - Evaluation Meetings (20 hours)**

NTI staff with Meet with Los Angeles County Department of Public Works to determine status of the various plans in plan check

NTI staff will meet with District consultants performing the design work to determine the status of Street, Geotechnical, Hydrology and Drainage, Grading if applicable, Signing and Striping plans.

NTI staff will evaluate existing Utility Plans / needs for the project.

NTI staff will review available Bid Package (plans and specifications) for District bidding readiness.

##### **Task 1.3 - CEQA (2 hours)**

The project is in the design stage and will require CEQA environmental review via Initial Study and subsequent document preparation which may be either a mitigated negative deceleration or a full EIR. The services that will be provided under this scope of work will include a review of all available documentation for conformance the approved plans. Ensure the appropriate technical studies for the CEQA review are prepared in coordination with District Council. Review of project level CEQA.

##### **Task 1.4 – Resource Agency Permitting Requirements (6 hours)**

Portions of the work are within Jurisdictional limits of various resource agencies and will therefore require permitting from Fish and Wildlife, Army Corp and Regional Board. Provide the District with guidance on the permitting needs.

##### **Task 1.5 - Project Schedule Development (4 hours)**

Upon assessment of the current project status a draft project schedule will be developed to help manage expectations.

### **Task 1.6 - Funding alternatives review and presentation (4 hours)**

There are various funding sources that may provide resources for the construction of the project that should be considered.

## **PHASE 2.0 RECOMMENDATIONS**

### **Task 2.1 Draft Recommendations (8 hours)**

NTI will draft a final report, meet with the District Staff to outline the draft findings and recommendations for consideration.

### **Task 2.2 Final Recommendations (2 hours)**

NTI will provide the District Staff with a report of Final Recommendations.

### **Project Team**

Based on our *Project Understanding*, and discussion with District Staff, NTI will provide the services of Robert Newman who will work directly with you keeping you informed of progress on a regular basis.

### **Staff Qualifications**

#### **Robert Newman, PE, PLS — Principle in Charge**

*Office Location: Santa Clarita*

Mr. Newman has over 35+ years of experience in transportation and development projects. Robert's expertise includes a progressive leadership style, coaching and mentoring skills, effective communicator on all levels, team builder, large budget development and management, supervisory skills including effective hiring, discipline, training, and performing multiple complex administrative tasks. Prior to his work with NTI, he served as the Public Works Director for the City of Santa Clarita. His responsibilities included managing the departments six divisions (Building and Safety, Capital Improvement Projects, Engineering Services, Environmental Services, General Services, and Traffic and Transportation Planning) with a fulltime staff of 145, an operating budget of \$26M, and a capital budget of \$50M. Robert's total capital improvement program oversight totals over \$1B in improvements.

### **Schedule and Fee**

NTI proposes to provide the services as outlined in the Work Plan/Scope of Work on a time and materials, not-to-exceed basis. The estimated hours to complete each Task is listed. Actual costs billed to the District will be on actual time spent; the budget will require prior written approval from the District if it exceeds the original total.

Based upon the project tasks outlined and estimated hours at billing rate of \$200 per hour, NTI estimates the total service fee will be **\$10,000.00**. Ordinary incidentals are included including mileage. Our team is committed to delivering quality services and protecting your interests while maintaining the momentum of the project delivery.

William S. Hart High School District  
Project Bid Readiness Review – Castaic High School South Access Road

**Closing**

NTI appreciates the opportunity to propose on this project and working with the you and the District once again. Please contact me at 661-510-0111 or at [robert91350@gmail.com](mailto:robert91350@gmail.com) should you have any questions or would like to further discuss any aspect of this project.

Sincerely,

*Robert Newman*

Robert Newman, CFO  
Newman Team Inc.