

City of Hermosa Beach - Department of Public Works
Estimated CIP Project Schedule

[illegible]

Assumptions:

Administrative staff is available to assist engineers with tasks such as making copies, answering phones, preparing invoices and contracts, etc.

PW engineers manage consultant design teams, oversee construction, write staff reports, develop RFPs, etc.

1700 hours total annual availability per engineer (2080 hours minus holidays, vacation, and sick time).

Full staffing assumes 10 engineers average approximately 50% of availability for CIPs $(0.5 \times 1700) / 12 = 70.8$ hours monthly per engineer, therefore 708 hours total monthly availability for CIP work in the engineering team. Current staffing levels as of April 2024 are 6 (60%). This schedule assumes reaching full staffing levels (100%) by Oct 2024. Actual schedules are subject to change. depending on staffing.

Legend:

Preparation of request for proposals or on-call task order.

Evaluation, conceptual design, or final design.

Advertisement for construction, including bid document preparation, advertisement, bid review, and award of contract at City Council.

Project close out, including final invoicing, documentaion, reporting to grant agencies.

Fixed schedule due to public safety need, grant timeline, or regulatory requirements.