

**CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS  
PROJECT WORK ORDER NO. A010139-2016-34**

PROJECT NAME: **CM AND INSPECTION SERVICES FOR LLANO TRUNK  
REHABILITATION PHASE 1 LTP TO TODD ROAD**

CITY PROJECT MANAGER: **RICHELA MAEDA**

CONSULTANT PROJECT MANAGER: **MIKE JANET**

SCOPE OF SERVICE: See Consultant's Scope of Services/Proposal for Services and Fee Schedule dated **April 4, 2025**, attached as Exhibit B-1.

START DATE: **MAY 2025**

COMPLETION DATE: **DECEMBER 2026**

CHARGE NUMBER FOR PAYMENT: **70677**

  
RM

  
Tracy Duenas

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: **\$628,202.00**


TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the "Master Professional Services Agreement with Coastland Civil Engineering, Agreement No. A010139," dated October 11, 2016, which is hereby incorporated and made part of this Project Work Order. In the event of a discrepancy or conflict between the terms and conditions of the Project Work Order and the Master Agreement, the Master Agreement shall govern.

CITY OF SANTA ROSA,  
A Municipal Corporation


By: \_\_\_\_\_  
DANIEL J. GALVIN III  
Chair, Board of Public Utilities

Date: \_\_\_\_\_

COASTLAND CIVIL ENGINEERING,  
A California corporation


By:   
\_\_\_\_\_  
Steven Van Saun (Apr 9, 2025 17:23 PDT)  
Name: Steven Van Saun  
Title: Vice President

Date: Apr 9, 2025

By:   
\_\_\_\_\_  
Name: Heidi E. Utterback  
Title: Corp. Secretary

Date: Apr 9, 2025

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Santa Rosa City Attorney's Office

Attachments: Exhibit B-1 - Consultant's proposal and fee for services for this Project Work Order



April 4, 2025

Richela Maeda  
City of Santa Rosa  
Transportation and Public Works Department  
69 Stony Circle  
Santa Rosa, CA 95401

**Subject:** Proposal to Provide Construction Management and Inspection Services for the Llano Trunk Rehabilitation Phase 1 – LTP to Todd Road

Dear Richela:

The City of Santa Rosa's Llano Trunk Rehabilitation Phase 1 project involves the rehabilitation of 8,100 linear feet of 66-inch reinforced concrete pipe using a cured-in-place pipe (CIPP) liner, along with the application of an epoxy coating to 11 deep manhole structures. This work presents a number of unique challenges, including coordination with environmental and cultural resource stakeholders, completion of the 100% design by the Design-Build (D/B) team, worker safety in permitted confined spaces, traffic control on a high-volume roadway, an extensive bypass pumping system, and complex stakeholder communication. Effective management of these elements is essential to maintaining project schedule and budget, ensuring compliance with permits and design intent, and preserving community trust.

Coastland | DCCM is exceptionally well-qualified to help the City navigate these complexities. Our team brings deep experience in environmental permit compliance and construction oversight, including close coordination with regulatory agencies and D/B teams. We understand the precision required during the pre-lining CCTV inspection phase to identify repairs critical to successful CIPP installation. Safety is central to our approach—our inspectors are trained in confined space entry, and we recognize the importance of proper respiratory protection during manhole rehabilitation. We also know how to minimize community disruption through proactive, transparent communication with stakeholders. With our extensive construction management and inspection expertise, Coastland | DCCM is ready to support the City in delivering a successful project that prioritizes environmental stewardship, public and worker safety, and long-term infrastructure performance.

Please consider the added value our team brings to the Llano Trunk Rehabilitation Phase 1 project:

- ✓ **Deep local experience and project insight** — For over 20 years, Coastland | DCCM has provided construction management and inspection services on dozens of projects for the City, including the recent Los Alamos Sewer Trunk Rehabilitation Segment 1 and several CIPP liner installations in the past five years. Our familiarity with the City's standards, procedures, and expectations translates into faster response times, streamlined coordination, and reduced demands on City staff. We understand not only the technical requirements of the project but also the needs of the City and the surrounding community.
- ✓ **Experienced, locally based team** — The project will be led by Mike Janet, Principal and Construction Services Manager, who will serve as Principal-in-Charge. With over 60 public works projects completed in Santa Rosa, Mike brings a wealth of experience and a deep understanding of City operations. His leadership will ensure a cost-effective, tailored approach. Mike is available to answer any questions regarding this proposal at (707) 636-7024 or [mjanet@dccm.com](mailto:mjanet@dccm.com).

**Santa Rosa**  
1400 Neotomas Avenue  
Santa Rosa, CA 95405  
Tel: 707.571.8005

**Auburn**  
11641 Blocker Drive, Ste. 170  
Auburn, CA 95603  
Tel: 530.888.9929

**Pleasant Hill**  
3478 Buskirk Avenue, Ste. 1000  
Pleasant Hill, CA 94523  
Tel: 925.233.5333

**Fairfield**  
420 Executive Court North, Ste. G  
Fairfield, CA 94534  
Tel: 707.702.1961

Adam Dagler will serve as the project's Construction Inspector. Having worked on numerous projects in Santa Rosa, Adam is well-versed in City expectations and will provide diligent, detail-oriented inspection services. Our team is committed to working as a seamless extension of City staff and maintaining strong collaboration with all stakeholders.

- ✓ **Reliable and proven track record** — With over 34 years of experience serving Northern California public agencies, Coastland | DCCM has built a reputation for dependable service. More than 90% of our work comes from repeat clients—a reflection of the trust and satisfaction we consistently earn.
- ✓ **Invested in the community** — As Sonoma County residents, our staff have a personal stake in the well-being of Santa Rosa. We are proud to support the City in maintaining and improving critical infrastructure and are genuinely committed to the success of this project and the broader community it serves.

Coastland | DCCM has no edits to the Construction Management Services Terms or the Construction Inspection Services Terms. Per the RFP, our fee proposal is submitted as a separate PDF file. We acknowledge receipt of Addendum 1 dated March 18, 2025, and Addendum 2 dated March 25, 2025. This proposal and its associated costs shall remain a firm offer for a period of 90 days from the submission deadline of the proposal.

We appreciate this opportunity and look forward to working with you on this project. I am authorized to sign contracts on behalf of the company.

Sincerely,  
Coastland Civil Engineering, LLP



Mike Janet  
Director of Construction Management  
[mjanet@dccm.com](mailto:mjanet@dccm.com)  
(707) 636-7024

# SCOPE OF SERVICES

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Coastland | DCCM's overall approach to performing Construction Management and Inspection focuses on teaming with City forces to produce a high-quality, cost-effective project. Our construction manager and inspector will keep the City informed regarding costs, changes, public relations, and construction progress. We will coordinate closely with the City and the property owners for the entire project duration. From the onset of the project, we will establish the lines of communication and decision-making roles with all project stakeholders. Based on our understanding of the project, our scope of services is as follows:

## TASK 1 – PRE-CONSTRUCTION MEETING

Immediately following the Notice to Proceed, our construction manager will schedule and administer the pre-construction meeting. During this meeting we will establish lines of communication and decision-making roles with all project stakeholders. We will also discuss safety requirements, responsibilities of the project team members, working hours, quality control procedures, submittal requirements, project schedule, change order and potential claim procedures, and safety procedures.

Coastland | DCCM will be responsible for generating pre-construction meeting invitations, including the meeting agenda. Agenda items include lines of communication, public relations, safety, submittals, change procedures, payments, progress schedules, contract time, requests for information, and other applicable items. Coastland | DCCM will prepare and distribute meeting minutes to all parties.

Following the pre-construction meeting, Coastland | DCCM will continue to work with the City team, contractor, and Coastland | DCCM's design team to ensure that all project issues are addressed promptly and that the City's best interests are always considered.

## TASK 2 – PRE-CONSTRUCTION SITE VISIT AND DOCUMENTATION

Coastland | DCCM will take pre-construction digital photos/video of the construction site with special attention given to sensitive areas including any private residences and businesses adjacent to the project. Documenting the site prior to construction will help mitigate possible disputes between the City, contractor, and property owners within or adjacent to the project limits. These photos/video will be logged and filed with the project files.

## TASK 3 – PROJECT START-UP

Coastland | DCCM will assemble project files in accordance with the City's standard format. Coastland | DCCM utilizes a centralized system for document control to create, store, organize, track, and link all project information. Our digital record-keeping will ensure the constant flow of documentation to a form that quickly and easily identifies trends and critical issues and will help keep the project moving as it helps document the work.

## TASK 4 - DAILY FIELD INSPECTIONS AND DOCUMENTATION

A critical aspect of our services is maintaining close communication with City staff to ensure scheduling goals are met. To help maintain close communication, Coastland | DCCM's inspector will be accessible to the City at all times at the project site and through the use of email and cellular phones. Coastland | DCCM's on-site inspector will examine all construction activities to ensure that the contract work adheres to the contract documents, City standards, and the established schedule.

We will maintain records and provide documentation of the work in the form of daily reports, weekly summary of construction activities, deficiency lists, and progress photographs of construction activities. Daily reports will describe the contractor's level of effort, specific work being done, started, or finished, and relevant points raised by the contractor that may require consideration and response. We also document proposed change orders and claims, important conversations, safety issues or accidents, extra work in progress, materials testing performed,

information for “as-built” drawings, quantities for progress payments, environmental concerns, and hazardous materials.

Coastland | DCCM will provide a digital photo logbook of construction activities, progress, and areas of concern or interest. The photo log will be compiled on a portable storage device (USB drive) and will identify the location and date of each photo. The log will be maintained through the duration of the project to assure continuity from one week to the next and will be submitted to the City at the close of the project.

Coastland | DCCM will continually review the specifications and plans to ensure the work is of excellent quality and meets the requirements of the contract documents. Coastland | DCCM will immediately report any deviation from the approved contract documents.

Our inspector will identify actual and potential problems and provide solutions. We will maintain daily documentation and resolve issues by proposing field changes and avoid any delays.

Our inspector will review the contractor’s traffic control plan to make certain that access is maintained during construction.

In summary, our inspector’s responsibilities include:

- Represent the City in ensuring that the terms of the construction contract are followed throughout the term of the project.
- Participate in regular meetings called by the Construction Manager.
- Protect the interest of the City.
- Daily inspection of the contractor’s work for conformance to the contract documents, codes, regulations, and City standards.
- Prepare and submit daily inspection reports that document all job site activities.
- Serve as the contractor’s primary daily contact regarding construction performance.
- Respond promptly to City requests.
- Verify construction material quantities.
- Monitor traffic control procedures.
- Distribute notifications to impacted public regarding the status of construction.
- Document construction activities with photographs and maintain a photo log.
- Respond to calls from the public promptly and log any complaints in a timely manner.
- Work overtime as needed to assure presence on site during all construction activities.
- Document and maintain complete field files containing construction period correspondences, changes, discussions with contractor, memos, reports, and other pertinent items.

## TASK 5 – PROGRESS MEETINGS

Coastland | DCCM will conduct weekly coordination and progress meetings to focus on completed and upcoming work, any construction delays, schedule updates, proposed changes, change orders, contractor’s questions, public relations, safety, and other concerns that are identified by a project team member. We will work to foster honest, open communication at these weekly meetings, which will help in timely resolution of any disputes and/or potential claims.

## TASK 6 – STATUS REPORTS AND DOCUMENTATION

### *Task 6a – Reports*

Complete and accurate record keeping will be an essential component of this project. We will ensure project documents and certified payroll are complete and correct sub-contractors are used. We will keep the City informed and document all construction issues with the following:

- Weekly Statement of Working Days
- Progress Meeting Minutes
- Field Directive Log
- Change order tracking

- Regular phone calls and e-mails

#### *Task 6b – Submittal Management*

Coastland | DCCM will coordinate all submittals and monitor the status of the submittals to assure the contractor provides timely response. At the pre-construction conference, we will provide the contractor with a log of all required submittals and due dates. Submittals will be stamped, logged, and distributed to the designer for complete review and approval. Submittals will be filed numerically, and approved copies will be distributed to the City, project members, and the contractor.

#### *Task 6c – Requests for Information (RFI)*

Coastland | DCCM will receive and log all Requests for Information (RFI's) from the contractor and forward the RFI to the designer. Coastland | DCCM will track the status of all RFI's by generating a weekly RFI log that lists the "Ball-in-court" status, description, and if an RFI results in a potential change order.

#### *Task 6d – Change Order Management*

If a change order is required, Coastland | DCCM will negotiate the changes with the contractor and prepare documentation. All changes will be approved by the contractor, Coastland | DCCM and the City prior to starting work on the change. With the City's approval, Coastland | DCCM can negotiate with the contractor to produce the best construction method for the change at the lowest cost. If a change order requires input from the design engineer, our construction manager will coordinate with them to ensure it is reviewed. A Change Order Log will be created that will show Change Order number, description, status, approved date, start and completion dates and cost.

#### *Task 6e – Labor Compliance*

Coastland | DCCM will periodically review the contractor's certified payroll records to ensure compliance with all prevailing wage requirements. If required by the project's funding sources, we can also conduct monthly on-site Equal Employment Opportunity (EEO) interviews with employees. Given the complexity of reporting and documentation associated with the Skilled and Trained Workforce requirements under the California Public Contract Code, Coastland | DCCM will partner with Next Level Compliance to track and verify the necessary labor records and certified payrolls to ensure the Design-Build team remains in full compliance.

### **TASK 7 – CONSTRUCTION MANAGEMENT**

Our goal is to ensure that construction and contract administration are performed in compliance with City requirements and standards, and the project plans and specifications. To accomplish this goal, our construction manager will manage the day-to-day construction activities with the contractor. He will be accessible to the City at all times. The construction manager will be responsible for keeping the City informed of the progress of the project, changes that may be needed, pay estimate input and releasing information to the public. In addition, our construction manager will complete all contract administration documentation in a timely, accurate and orderly fashion.

In summary, our construction manager's responsibilities include:

- Continuous communication and coordination with the contractor through regular progress meetings.
- Review and routing of project submittals and RFIs.
- Prepare project pay estimates and maintain records associated with the project's federal funding requirements.
- Accept work performed or, if work is rejected, work with contractor to correct construction errors.
- Prepare and approve Contract Change Orders.
- Provide claims management.
- Monitor permit and environmental compliance.
- Confirm labor compliance.
- Develop a project punch list and make recommendations for project acceptance.
- Prepare As-Built plans.
- Maintain an up-to-date construction file containing all records associated with the construction of the project.

## TASK 8 – COST AND SCHEDULE MANAGEMENT

Coastland | DCCM will continually review the construction progress and perform field measurements and quantity calculations. Each month, Coastland | DCCM will review and audit the D/B team's "open book" project cost accounting provide accurate calculations for all work items completed and accepted to provide progress payment recommendations to the City. Coastland | DCCM will review the contractor's progress or earned value versus the GMAX cost expenditures to assess if they are reasonable and will compare this to the field measurements and quantity calculations. We will continually monitor project costs and keep the City informed regularly.

Coastland | DCCM will review the contractor's construction schedule for accuracy, reasonableness, and will verify that it meets the project schedule, order of work, and contract requirements. Progress schedules will be reviewed weekly to ensure the contractor is meeting the critical dates. If the contractor fails to meet critical dates, it will immediately be brought to his attention and remedies to get back on schedule will be accomplished. Schedule updates may be required once a month or more. We will negotiate any time extensions for the contractor due to change orders, weather, or other delays. Coastland | DCCM will also maintain an as-built progress schedule.

## TASK 9 - PUBLIC RELATIONS AND NOTIFICATIONS

Coastland | DCCM will ensure every effort is made to keep residents and businesses informed of construction progress and minimize disruptions due to limited access and excessive noise. Our construction manager will proactively meet with property owners prior to and during construction to address any concerns from those affected by the project.

We will monitor traffic control and flagging procedures to ensure construction proceeds smoothly and public impact is minimized. There may be traffic delays during peak traffic periods. Accordingly, we will keep all residents and businesses informed on construction status and impacts through message boards and notification letters. Our construction manager will also make introductions to the affected properties and provide their 24-hour contact phone number as appropriate. Coastland | DCCM will ensure that contractor provides advanced notice to residents and businesses, as required by the specifications, regarding roadwork and lane closures.

Coastland | DCCM will log and respond to questions and concerns from the public in a timely manner and will record the contractor's activities as they relate to public safety and public convenience.

Additionally, our inspector will accurately document pre-construction conditions with a photo log to verify the project area is restored to its original form following construction.

## TASK 10 - CONFLICT RESOLUTION AND CLAIMS MANAGEMENT

If requested by the City, conflict resolution & claim management can be added under an amendment on a Time & Materials basis.

## TASK 11 - UTILITY COORDINATION

Coastland | DCCM will coordinate the contractor's activities with any affected utility. Our inspector will closely monitor the contractor's efforts to protect the existing 10-inch and 48-inch sanitary sewer which runs parallel to the trunk main, and private irrigation systems adjacent to the trunk main. Our inspection staff will ensure that the contractor contacts the USA /811 service, and all utility owners perform a mark and locate of utilities prior to any excavation activities. We will also coordinate a mark and locate with LTP operations staff prior to any excavation of the LTP site.

## TASK 12 – ENVIRONMENTAL PERMIT MONITORING

Our subconsultant, LSA, will provide environmental oversight of the Design-Build (D/B) team's environmental consultant. Their scope includes an initial site visit by an LSA Qualified Biologist prior to the start of construction to verify that wildlife exclusion fencing and wetland protection measures comply with agency requirements as specified in the project permits. LSA will also conduct bi-monthly monitoring during construction. Between June 15 and October 15, an LSA Qualified Biologist will visit the site every two weeks to confirm adherence to all permit conditions issued by the U.S. Fish and Wildlife Service (USFWS), Regional Water Quality Control Board (RWQCB),



and California Department of Fish and Wildlife (CDFW). If any issues are identified, LSA will provide recommendations to Coastland | DCCM for coordination with the contractor and the City of Santa Rosa.

#### **TASK 13 - POST-CONSTRUCTION MEETING**

Following completion of the work, Coastland | DCCM will organize and conduct the post-construction meeting. The meeting will document all requirements necessary for final closeout and payment and confirm all contract obligations have been met. Recommendations for improvement will be made and incorporated into future projects. The results of the meeting will be summarized in meeting minutes.

#### **TASK 14 – SPECIAL TESTING AND INSPECTION**

Coastland | DCCM will partner with Billy Campbell Technical Services (BCTS), a NACE certified inspection firm, to perform the epoxy coating testing and inspection required in Section 44-1.03, 44-3.07 and 45-3.05 of the 75% specifications. We will also perform all independent special testing required in Section 130-2, and particularly Section 130-2.14. This will include reviewing all pre-and-post liner CCTV videos and witnessing and recording and logging data during the wet out and curing operations.

#### **TASK 15 – PROJECT CLOSEOUT**

Coastland | DCCM will verify completion of punch list items, issue notice of completion, prepare recommendations for final acceptance of the project, review as-builts for accuracy and completeness, prepare and recommend final payment, and transmit all construction documentation to the City. At the completion of the project, we will provide the City with the following:

- All contract files and records (hard & electronic files)
- Annotated journal of photos and CD of digital photos
- As-built project schedule



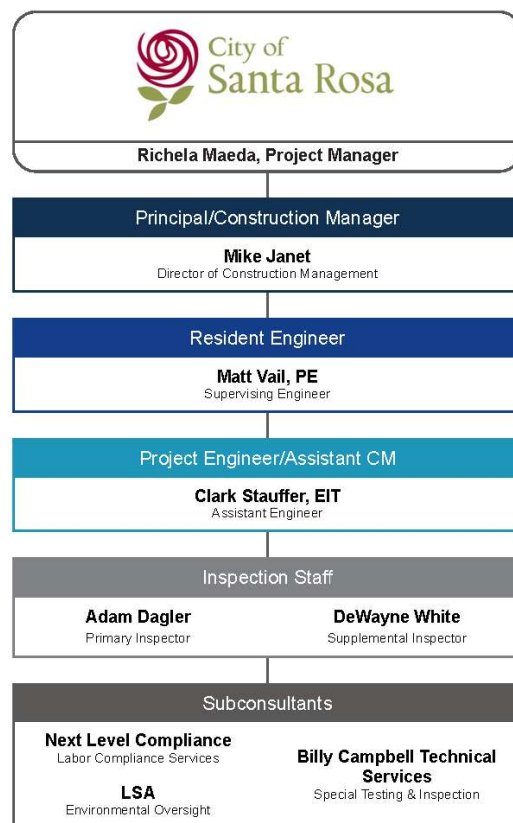
# PROJECT TEAM

## COMMITMENT

You can be confident knowing our team has the depth of staff and proven expertise to assist the City on a variety of levels. Our team is flexible and dedicated to meeting the City's needs, working closely with you to share insights gained from serving public agencies on similar projects. The team organization chart to the right identifies proposed personnel with respective lines of communication. We will not replace any proposed personnel without prior approval of the City.

## AVAILABILITY

Full commitment and availability are essential to the success of the Llano Trunk Rehabilitation Phase 1 project. To ensure timely responses, attention to detail, and seamless coordination with City staff, we have carefully assembled a team with the capacity and focus to serve as a true extension of the City. Each member of our proposed Construction Management Team—Mike Janet (Principal/Construction Manager), Matt Vail (Resident Engineer), and Clark Stauffer (Project Engineer/Assistant Construction Manager)—is available to dedicate approximately 15 hours per week to this project. Mike is currently overseeing the closeout of the Los Alamos Trunk Sewer Replacement and managing the Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery projects. Matt serves as Resident Engineer on the same recovery project and supports several smaller efforts at the Laguna Treatment Plant. Clark is providing Assistant Construction Manager and Office Engineer services for the Coffey Park and Fountaingrove projects.



Our proposed inspector, Adam Dagler, is currently finalizing work on the Los Alamos Trunk Sewer Replacement project and will be fully available to support this project with dedicated inspection services. Coastland | DCCM is also prepared to provide backup inspection staff to ensure continuous 24/7 coverage during the critical CIPP liner wet out operations. **With a flexible and responsive team structure, we are committed to maintaining high levels of accessibility and efficiency throughout the duration of the project.**

## STAFFING STABILITY

Coastland | DCCM is well-founded and dependable. Having served public agencies exclusively for over 34 years from our Santa Rosa office, we understand the staffing requirements and flexibility required by cities and special districts. Our team continues to grow as we expand and improve our staffing and services to better meet our clients' needs. We have built long-term relationships with many of our clients, stretching as long as 20 years. **Our record of repeat clients, combined with the growth of our staff, attests to our client confidence and staffing stability.** With a staff of 80, our firm has ample resources to respond to the City's requests, while still providing a highly personal approach that is not often found in larger firms.

## ACCESSIBILITY

Our staff can meet regularly with City staff and are accessible to the City via phone and email. For the City's convenience, all services can be accessed by contacting one primary contact: Mike Janet. Mike's 24-hour cell phone is (707) 494-6464. The City can be assured of prompt responses to all inquiries.

# PROJECT TEAM QUALIFICATIONS

Our primary goal in offering construction management and inspection services is to provide superior customer service in a timely manner. Our team has an excellent track record of being responsive to the needs of our clients and their customers. Our key staff is dedicated to the City of Santa Rosa and this project. The following is a summary of each team member's experience. Complete resumes are provided in [Appendix A](#).



## Education / Certification

Qualified SWPPP  
OSHA's 10-hour Training  
CPR Certified

## Experience Overview:

Mike has provided project management services on over 60 City of Santa Rosa utility projects, including:

- Llano Trunk Sewer Improvements-W. College Wet Weather Facility to W. 3rd Street
- Santa Rosa Avenue Corridor
- Santa Rosa Avenue Widening
- Los Alamos Trunk Sewer Rehabilitation Segment 1
- Cobblestone Drive Zone R2-R4 Water Main Connection
- Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery
- W. 6th St. @ Madison St. Sewer & Water Improvements
- Sewer Main Lining, Manhole & Lateral Rehab
- Summerfield Rd. & Sonoma Ave. Zone 6 & 9 Water Pumper Connections
- Long Drive & Vicinity Sewer & Water Improvements
- Robles Trunk Sewer Lining – Walker Ave. to Airport Sewer Trunk Confluence
- Delport Ave. & McMinn Ave. Sewer & Water
- Farmers Lane Well Flushing Main
- Meadow Lane Effluent Storage Facilities Ponds B, C and D Repair

## MIKE JANET

### PRINCIPAL/CONSTRUCTION MANAGER

Michael Janet, Principal and Construction Services Manager at Coastland | DCCM, brings **over 27 years** of experience managing capital improvement projects. He is highly skilled in overseeing diverse infrastructure efforts and coordinating effectively with a wide range of stakeholders. As Principal-in-Charge, Mike will serve as the primary point of contact and will be directly responsible to the City for execution of the work program, ensuring project continuity and quality from start to finish.

Mike will lead public outreach and communication, serving as the face of the project to both the community and stakeholders. He will oversee contractor compliance with contract requirements and supervise the project team to ensure all tasks are completed on time, with professionalism and precision. Mike will report directly to the City Engineer and act as a key liaison between the City, the Design-Build team, and all other stakeholders.

Having worked extensively with the City of Santa Rosa, Mike brings a deep understanding of the City's organizational structure, expectations, and project delivery standards. He is committed to delivering a high-quality, cost-effective project that meets the City's goals.

**Education**

B.S., Civil Engineering  
California State University,  
Chico

**Registration**

Civil Engineer, CA 53724

**Experience Overview****City of Santa Rosa**

- Sewer Main Lining, Manhole & Lateral Rehab
- Skyfarm A & Hansford Ct. Lift Station Reconstructions
- LTP Waste Gas Burner Replacement
- LTP Fuel Tank and Fueling Station
- Llano Trunk Sewer Improvements-W. College Wet Weather Facility to W. 3rd Street
- Station 2 Pumphouse
- Pump Station 15
- Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery
- Matanzas Siphon
- Oakmont Drive Sewer Main Upsizing

**Bodega Bay Public Utility District**

- Discharge Piping in Lift Stations 1-7
- Bay Flat Well

**Callayomi County Water District**

- Big Canyon Well and Pipeline Project

**MATT VAIL, PE**  
**RESIDENT ENGINEER**

Matt Vail, Supervising Engineer at Coastland | DCCM, brings **over 37 years** of experience in engineering and construction. His diverse background includes roles as a Civil Engineer, Capital Projects Manager, Principal Engineer, Project Manager, Construction Manager, and General Engineering Contractor, with a focus on transportation, water, and sewer infrastructure projects.

As Resident Engineer for the Llano Trunk Rehabilitation Phase 1 project, Matt will be responsible for all aspects of construction management, including project correspondence and distribution, RFI management, submittal review, plan clarifications, claims and change order processing, contract administration, progress payments, budget oversight, schedule review, preparation of WSWD reports, and leading project meetings.

Matt brings significant public agency experience, including six years at Sonoma Water, where he oversaw the construction of water transmission and distribution pipelines, wastewater treatment facilities, emergency generators, and SCADA/instrumentation systems. He is well-versed in local regulatory requirements and

attuned to the environmental sensitivities and public concerns that accompany major infrastructure work in the Bay Area.

His recent work with the City of Santa Rosa includes serving as Resident Engineer for the Sewer Main Lining, Manhole & Lateral Rehab project; Llano Trunk Sewer Improvements from the West College Wet Weather Facility to West 3rd Street; and the CIPP lining of the Matanzas Siphon. Matt's experience with design-build delivery includes both the design and fabrication phases of CIPP systems and the development of complex bypass pumping operations.

Before joining Coastland | DCCM, Matt managed multiple design-build projects for the City of Oakland, Lawrence Berkeley National Laboratory, and Pacific Gas and Electric, further strengthening his ability to deliver high-performance infrastructure projects in complex environments.

**Education:**

M.S., Structural Engineering,  
California State University,  
Sacramento

B.S., University of California,  
Davis

**Registration:**

EIT, California

**Experience Overview:****City of Santa Rosa**

- Los Alamos Sewer Trunk Rehabilitation Segment 1
- Cobblestone Drive Zone R2-R4 Water Main Connection

**City of Cloverdale**

- 4th Street Reconstruction

**County of Marin**

- Sir Francis Drake Blvd. Corridor Rehabilitation

**City of Rohnert Park**

- A Section / Commerce Blvd. Sewer Line Replacement
- Ramona Avenue Drainage Study

**City of San Rafael**

- Third Street Rehabilitation

**County of Sonoma**

- Hot Springs, Cherry Creek and Mill Creek Roadway Repairs

**CLARK STAUFFER, EIT, QSP****PROJECT ENGINEER/ASSISTANT CM**

Clark Stauffer brings 19 years of experience in the construction and engineering fields, with a strong background in both field and administrative aspects of project delivery. His expertise includes submittal review, RFI response, contract administration, schedule analysis, budget tracking, progress payment processing, WSWD report preparation, coordination of contractor staking requests with our subconsultant C&P, and facilitation of project meetings.

As Assistant Construction Manager, Clark will support the project's administrative and technical functions as outlined in the Construction Management Service Terms. His responsibilities will include contract administration, construction engineering oversight, and maintaining the engineering integrity of the project. He will assist in evaluating contractor bids, review alternative methods and materials, and provide value engineering support.

Clark will also be responsible for comprehensive records management, including maintaining logs and files for RFIs, submittals, plan clarifications, claims, change orders, daily reports, photographic documentation, and closeout materials such as O&M manuals and warranties. He will prepare all required reporting, including weekly and

monthly progress reports, public notifications, project updates for the City's project newsletter, and responses to community inquiries. His detail-oriented approach and broad project experience will help ensure smooth project execution and clear communication throughout construction.

**Certification**

OSHA's 30-hour Trenching  
& Traffic Control Training  
CPR Certified

**Experience Overview****City of Santa Rosa**

- LTP Emergency Generator Fuel Tank and Fleet Fueling Station Replacement
- LTP Waste Gas Burner Replacement
- Los Alamos Trunk Sewer Rehabilitation Segment 1

**Bodega Bay Public Utility District**

- 2022 Sewer Rehabilitation Project

**County of Sonoma**

- Roadway Repairs Hot Springs, Cherry Creek and Mill Creek Roads

**Sweetwater Springs Water District**

- 2021 CIP Project

**Town of Tiburon**

- Hawthorne Underground Utility District

**ADAM DAGLER****CONSTRUCTION INSPECTOR**

Adam Dagler brings over 28 years of construction experience to Coastland | DCCM, with the past five years spent as a Construction Foreman. His background includes extensive field operations on large-scale public works projects, with a strong focus on underground utility installations such as water mains, service lines, and gravity and force main sewer systems. Adam also has hands-on experience with ADA compliance, soldier pile walls, concrete paving, and grading—making him well-suited to the multifaceted demands of this project.

As Construction Inspector, Adam will be responsible for ensuring day-to-day field compliance with project plans, specifications, and contract documents. He will thoroughly review all plans and specifications prior to the start of construction and will verify that the contractor's work adheres to all requirements. His responsibilities will include submittal review (e.g., shop drawings, product data, material certifications), maintaining accurate and timely daily inspection reports, and managing field documentation such as updated construction drawings and materials records.

Adam will attend regular project meetings, support coordination among project stakeholders, and serve as a key liaison with adjacent property owners. He will promptly report any field issues or schedule impacts to the Construction Manager. His duties also include coordinating required materials testing, monitoring safety conditions in the field, and issuing stop work notices if necessary. He will manage the process for identifying and tracking non-

conforming work, support review of progress billings, and maintain a complete set of record drawings. At project closeout, Adam will lead the final inspection, assist with punch list preparation, and monitor completion of all outstanding items to ensure a quality, compliant project close.

## SUBCONSULTANTS

Our subconsultants have been selected based on their technical abilities, their experience with Coastland | DCCM, and their successful direct experience in similar projects. Resumes for all subconsultants are provided in [Appendix A](#).

### ENVIRONMENTAL ENGINEERING



**LSA** will provide environmental engineering services on this project. Founded in 1976, LSA is a 100 percent employee-owned environmental consulting firm with environmental professionals throughout California. The firm was designed to meet the need for environmental evaluation as a result of the passage of the California Environmental Quality Act (CEQA) in 1970. From this foundation, the firm's expertise, experience, and services have grown to encompass the many issues related to environmental law.

LSA has 48 years of experience helping clients navigate the often-complex process of environmental review pursuant to CEQA and the National Environmental Policy Act (NEPA). While environmental planning and environmental assessment are LSA's key practice areas, the firm offers technical expertise in the areas of biological resources, wetland permitting, air quality, noise, climate change, cultural, historic and paleontological resources, land use and community planning, natural resources, transportation, water quality, geographic information systems and graphics, and document management. LSA's professional staff offers a deep bench of extensive scientific knowledge, understanding of environmental regulations, solid problem-solving skills, and well-rounded solutions to meet the needs of diverse clients.

LSA has more than 22 years of experience working on environmental planning, biological resources, permitting, and mitigation projects in and for Sonoma County and numerous other large and small clients throughout Sonoma County, including the City of Santa Rosa. LSA's Project Manager, Shanna Guiler, AICP, has worked on a variety of projects for the City, including the Bayer Park Project IS/MND, Andy's Unity Park IS/MND and the Fir Ridge Meadows Project Categorical Exemption. She also serves as LSA's Project Manager for the on-call contract with Sonoma County Parks. LSA's biological task lead, Jennifer Roth, manages LSA's on-call contract with RS&H and the Charles M. Schulz-Sonoma County Airport, which includes preparation of wetland/endangered species assessments, wildlife hazard assessments, and regulatory permitting.



### LABOR COMPLIANCE

**Next Level Compliance** (formerly Silveira Consulting) will provide labor compliance and Skilled and Trained Workforce compliance services on this project. Next Level provides Labor Compliance Monitoring for State and Federally funded projects on projects statewide.

Our funding expertise includes but is not limited to SWRCB SRF, WIFIA, FHWA, PTSMIA, Prop. 84, Prop. 1, HUD, CDBG, Caltrans Local Assistance Procedures Manual (LAPM), as well as other state and federal funding sources. Our corporate office is located in Northern California, although we have team members conveniently located around the State, ready to assist in your public work project needs. In addition, Next Level Compliance is a woman owned, DBE Company (firm # 43320).

### SPECIAL TESTING AND INSPECTION

**Billy Campbell Technical Services** (BCTS), a NACE certified inspection firm, will perform the epoxy coating testing and inspection required in Section 44-1.03, 44-3.07 and 45-3.05 of the 75% specifications. BCTS will also perform all independent special testing required in Section 130-2, and specially Section 130-2.14. This will include reviewing all pre-and-post liner CCTV videos and witnessing and recording and logging data during the wet out and curing operations.



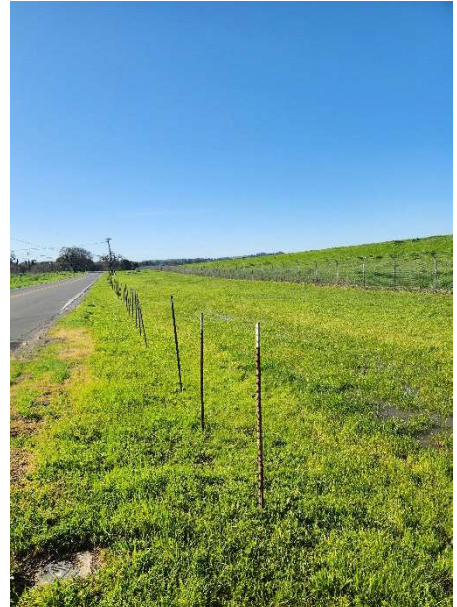
# WORK PLAN

## PROJECT UNDERSTANDING

The City has engaged a design-build team to complete the 100% design plans and specifications, carry out environmental review and permitting, and construct the project under a Guaranteed Maximum Price (GMAX) contract. The project scope includes the design, fabrication, and installation of 8,100 linear feet of cured-in-place pipe (CIPP) liner; implementation of environmental mitigation measures; design and assembly of a bypass pumping system; pre- and post-lining CCTV inspections of the trunk main; and epoxy coating of the interior walls of existing manhole structures.

The project's critical path includes the following key steps:

1. Implementation of mitigation measures
2. Initial CCTV inspection concurrent with bypass system assembly
3. Second "no-flow" CCTV inspection
4. Design and third-party testing of the CIPP liner
5. Fabrication of the CIPP liner
6. Installation and curing of the liner
7. Epoxy coating of manhole interiors



Worker safety will be a top priority due to the confined space work required for manhole rehabilitation. The inspector's responsibilities will include verifying compliance with confined space safety requirements. Quality assurance will focus on inspection during the wet-out, curing, and testing of the CIPP liner and epoxy coatings, in accordance with Sections 44 and 130-2 of the 75% specifications.

Additional construction support activities will include installation of a California Tiger Salamander (CTS) exclusion fence, water pollution control measures, environmental and cultural resource monitoring, tree protection, traffic control, and measures to protect both workers and the public.

The project has a construction duration of 115 contract working days and an engineer's estimated value of \$12,900,000.

## PROJECT APPROACH

Identifying project goals, constraints, and concerns early on is essential to successful delivery. The Llano Trunk Rehabilitation Phase 1 project presents several unique challenges, including limited site access and staging areas, site security and worker safety, public outreach, and biological and cultural resource monitoring. Addressing these issues will require practical, cost-effective solutions—solutions Coastland | DCCM is well-positioned to deliver, backed by over 34 years of experience managing complex infrastructure projects.

We understand the City's priorities: delivering this project on schedule and within the Guaranteed Maximum Price (GMAX). Our project approach emphasizes proactive collaboration with the design-build team from day one to fully understand their costing methods, accounting systems, value engineering strategies, and approach to design and construction. This transparency will help ensure the City receives the greatest possible value without compromising quality.



To support this, Coastland | DCCM will establish a series of meetings with the design-build team to review their cost accounting system. If necessary, we will request contractual access to audit the project cost account. In parallel, we will implement our own independent cost tracking and auditing tools. Our Resident Engineer and inspection staff will update this system weekly to track earned value in real time, identify spending trends, and forecast future expenditures. This disciplined approach allows us to anticipate cost risks early and take corrective action—supporting the City’s goal of delivering the project at or below the GMAX price.

Our extensive experience planning, designing, and managing public infrastructure projects in the North Bay equips us to anticipate and overcome the specific challenges of this project. Coastland | DCCM is committed to applying this expertise to develop innovative, effective solutions for the City of Santa Rosa.

**PROJECT STAKEHOLDERS:** Project stakeholders include City of Santa Rosa staff, the design-build team’s consultant and contractor, the City’s environmental staff and potentially an outside environmental consultant, Laguna Treatment Plant (LTP) Operations staff, neighborhood residents, motorists, trail users, the Sonoma County Encroachment Department, and various regulatory agencies. Coastland | DCCM understands that stakeholder engagement is critical to project success. The work performed on a 24/7 schedule may affect the residence on Llano Rd. The wet out and curing operations will generate noise and odors that residents may find disruptive and unpleasant. We will work with the contractor to implement sound mitigation measures and we will reach out to resident to assure them that the “Styrofoam” odor from the curing operation is not harmful. We view all stakeholders as partners—alongside the City, design team, and contractor—and believe that fostering a collaborative, team-oriented environment is essential to delivering projects on time and within budget.

Our team has developed a strong working relationship with LTP Operations staff through our recent work on multiple projects at the facility. We recognize that proactive, transparent communication with Operations staff is essential to preventing disruptions to plant operations and ensuring smooth project execution. Coastland | DCCM is committed to maintaining clear and open lines of communication with all stakeholders to support the successful delivery of this project.

**PARTNERING:** Our firm has recent project experience with most of the major engineering contractors in the greater Bay Area. We have established working relationships with their management and project level personnel. Coastland | DCCM has engaged in formal and informal partnering on all recent projects, working with contractors on value engineering, project sequencing, public outreach, the timely identification of potential impacts, and the resolution of any issues. We will utilize this experience to successfully partner with the contractor on this project.

**ENVIRONMENTAL AND CULTURAL RESOURCE MONITORING:** The seasonal wetlands and Colgan Creek are important natural resources within the Laguna de Santa Rosa waterway. To protect this environmentally sensitive area, a robust water pollution control program must be implemented to mitigate potential environmental impacts. Coastland | DCCM will play an active role in coordinating construction activities and overseeing compliance with environmental monitoring and mitigation requirements.



In collaboration with our partner LSA and the D/B team’s biologist, we will ensure that all required on-site monitoring and worker training activities are conducted in accordance with applicable permits. We will closely monitor the contractor’s activities to verify compliance and minimize environmental disturbances. For example, manhole KK2605MH001 is located within a seasonal wetland, and KK2605MH003 lies within the ordinary high-water mark of Colgan Creek—both of which will require careful oversight to avoid or mitigate impacts during construction.



**SAFETY:** Coastland | DCCM recognizes that safety is a shared responsibility and is committed to ensuring all work is performed in a safe, compliant, and responsible manner. Work within permitted confined spaces will require a carefully prepared fall protection and emergency extraction plan. We will verify that all personnel are properly trained and fitted for the specified low-pressure respirator equipment and that appropriate safety protocols are in place.

Our team will ensure the contractor continuously monitors and documents air quality within confined spaces and that all required ventilation systems are functioning properly. Coastland | DCCM's primary role will be to conduct detailed reviews of the contractor's planned work activities to confirm the proper implementation of all safety measures—including engineering controls, administrative procedures, and personal protective equipment—and to monitor the continued maintenance and effectiveness of those controls throughout construction.

**CONSTRAINTS:** Key schedule constraints for the project include the timely implementation of environmental mitigation measures, completion of CCTV inspections, assembly of the bypass pumping system, submittal and approval of design documents, and the fabrication and delivery of the CIPP liner. Environmental constraints are significant, due to the sensitive conditions in the wetlands of the Laguna de Santa Rosa and the Colgan Creek streambed. As such, proper implementation and monitoring of mitigation measures will be critical to maintaining compliance and avoiding delays.

Minimizing public disruption will also be a priority, requiring careful coordination of contractor activities, traffic control, and community outreach. Additionally, Coastland | DCCM will conduct thorough reviews and audits of the contractor's "open book" accounting to help ensure transparency, fiscal responsibility, and alignment with the Guaranteed Maximum Price.

**PROJECT SCOPE, QUALITY, SCHEDULE AND BUDGET MANAGEMENT:** Our firm understands the fiduciary responsibilities for managing major public projects and the four major performance metrics. These project elements are all interrelated and can affect the project outcome.

- **SCOPE MANAGEMENT:** Our approach includes constructability review and complete understanding of the project documents and referenced standards and specifications. With this knowledge, we can be proactive in providing feedback to the contractor regarding the design of the project and assist in mitigating scope creep, which impacts both schedule performance and GMAX budget.
- **QUALITY MANAGEMENT:** Our complete understanding of the scope of work allows our team to work out in front of the contractor, pointing out quality assurance issues before they become defective work issues. Remedial work will impact both the schedule and budget for the contractor and project team. If the contractor experiences financial strain, it may lead to scope changes (change orders) and rework, resulting in schedule delays. Our Project Engineer/Assistant Construction Manager, Clark Stauffer, will be responsible for the management of the QAP administration, documentation control protocol, and project communication.
- **SCHEDULE MANAGEMENT:** While the contractor is responsible for the sequencing, our detailed review and understanding of the contractor plan will lead to efficiencies in our team and stakeholder coordination, avoiding owner-caused delays. Delay to the project will affect both the construction costs and quality (time pressure).
- **COST/BUDGET MANAGEMENT:** Effective tracking and auditing of the project budget requires the ability to not only verify earned value (current state), but it also requires a look backwards (cost trends/potential overages) and forwards (forecasting). Coastland | DCCM takes this wholistic approach to analyzing and monitoring the contractor's budget management. Any GMAX Budget shortage could impact both scope (reductions) and quality (substandard work).

Municipal engineering and construction management services are the core of our business. Having provided day-to-day construction management and inspection services to many municipalities throughout Northern California, especially within Sonoma County and for the City of Santa Rosa, our team can provide insight to problems or issues that other consultants may not have hands-on and practical experience with. If selected for these services, we will build upon our existing knowledge of Santa Rosa and apply our extensive construction inspection experience to add to the City's success. This will result in effective communication and positive project progress. We are excited about this opportunity, and we look forward to continuing to work with the City's Department of Public Works and Engineering staff.



#### Construction Management and Inspection Methodology

We understand the importance of hands-on coordination with all project stakeholders. The City's key staff will be provided with the Construction Manager's weekly project status reports each Monday and inspection reports and weekly statements will be transmitted upon request. We will maintain a complete red line drawing set during construction and submit record plans at the completion of the project and provide documentation for any changes to the bid set.

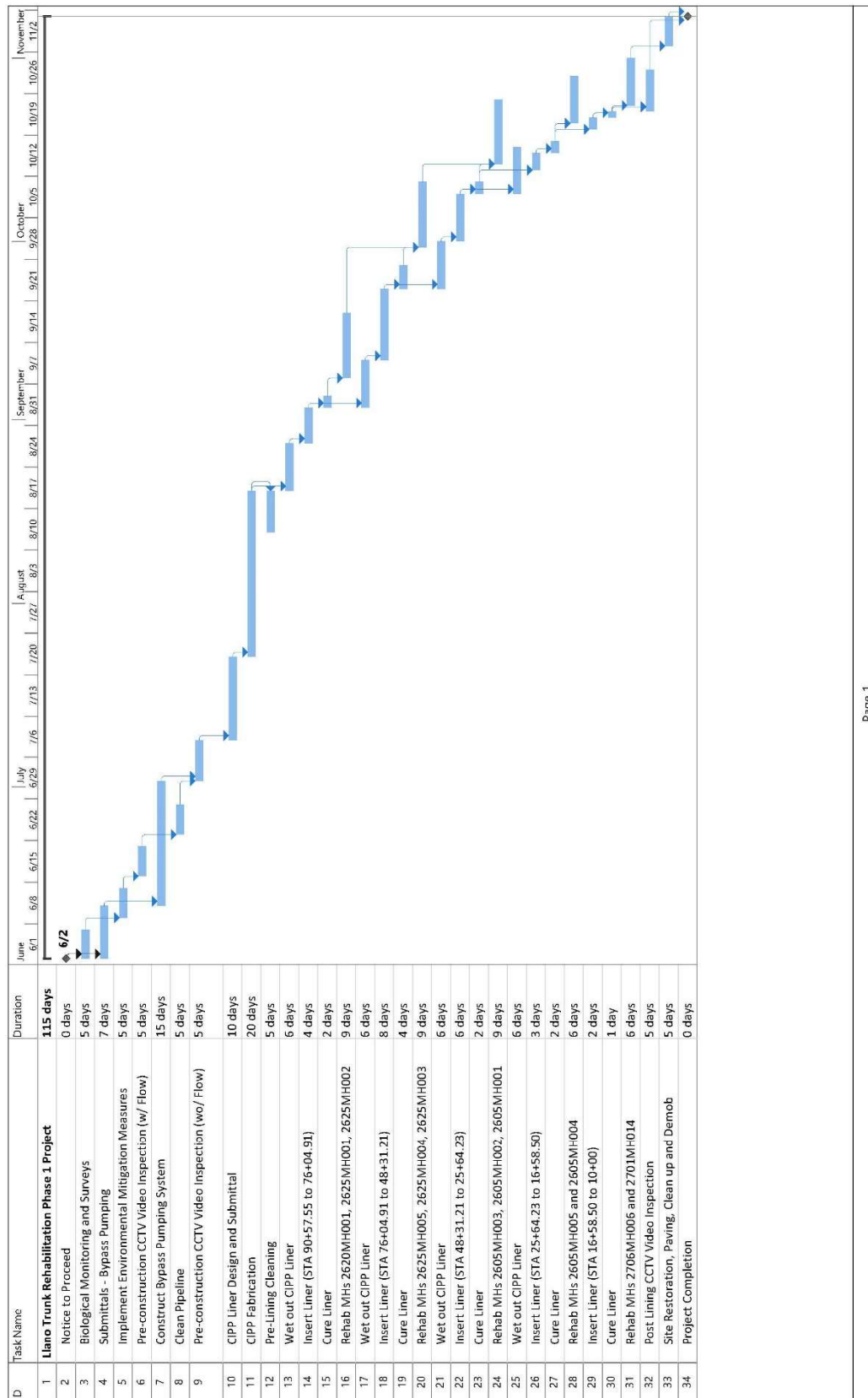
Coastland | DCCM's proposed inspector, Adam Dagler, has over 28 years of experience that includes building relationships and coordinating with contractors, clients, and stakeholders. **Adam has recent and relevant experience providing inspection services on similar projects for the City of Santa Rosa, including Los Alamos Trunk Sewer Replacement Segment 1.**

Our involvement in more than 60 projects in Santa Rosa establishes us as extremely experienced in understanding the needs of the City, its residents, and how to effectively communicate project progress to all parties involved.

*"I have received numerous compliments from City staff and the Design Consultant about Adam's technical expertise and performance as an inspector. Adam has consistently identified potential issues early on, allowing the design team sufficient time to address these challenges and avoid project delays. His attention to detail and thorough oversight have been instrumental in maintaining project momentum."*

- Andrew Wilt, City of Santa Rosa  
Associate Civil Engineer, Capital Projects Engineering

# SCHEDULE





## SCHEDULE OF HOURLY RATES

July 1, 2024, through June 30, 2025

### PROFESSIONAL SERVICES

Principal Engineer	\$235 - \$275/hour
Supervising Engineer	\$200 - \$250/hour
Senior Engineer	\$190 - \$210/hour
Associate Engineer	\$170 - \$190/hour
Assistant Engineer	\$160 - \$180/hour
Junior Engineer	\$140 - \$165/hour
Senior Engineering Technician	\$160 - \$180/hour
Engineering Technician	\$145 - \$160/hour
Engineering Aide	\$120 - \$140/hour
Resident Engineer	\$180 - \$235/hour
Construction Manager	\$165 - \$240/hour
Assistant Construction Manager	\$150 - \$170/hour
Construction Inspector*	\$175 - \$200/hour
Construction Administrator	\$120 - \$145/hour
Building Plan Check Engineer/Architect	\$170 - \$210/hour
Building Official and/or CASp	\$190 - \$220/hour
Supervising Building Inspector	\$175 - \$200/hour
Senior Building Inspector	\$150 - \$180/hour
Building Inspector (I & II)	\$145 - \$160/hour
Supervising Plans Examiner	\$175 - \$200/hour
Senior Plans Examiner	\$150 - \$180/hour
Plans Examiner (I & II)	\$125 - \$155/hour
Supervising Permit Technician	\$155 - \$180/hour
Senior Permit Technician	\$130 - \$165/hour
Permit Technician (I & II)	\$120 - \$140/hour
Administrative	\$115 - \$135/hour
VEHICLE	\$18.00 – \$25.00/hour
MILEAGE	\$0.68/mile
OUTSIDE SERVICES	Cost + 15%
MATERIALS	Cost + 15%

- When applicable, mileage or vehicle rates will be charged, but not both.
- Any litigation support services will be billed at 1.5 times the rates shown hereon
- \* Includes services subject to prevailing wage rates.

Llano Trunk Rehabilitation Phase 1 LTP to Todd Rd.			PROPOSAL FOR CM & INSPECTION SERVICES					City of Santa Rosa		
TASK INFORMATION								HOURS AND COST INFORMATION		
Task No. (Coastland Code)	Task Information	PM/CM	RE	Inspector	Inspector OT	Project Eng.	Direct Costs	Total Hours	Total Costs	Comments
		\$215	\$205	\$185	\$278	\$175				
1	Pre-construction Meeting	3	3	3		3		12	\$2,340	Agenda/conduct meeting
2	Site Visit & Documentation	6		8		3		17	\$3,295	Job walk/photos/Meet with City
3	Project Start-Up	3	6	8		8		25	\$4,755	Assemble filing
4	Daily Field Inspections & Documentation			700				700	\$129,500	Based on 85 working days
4a	Overtime Inspection				275			275	\$76,313	24/7 during wet-out operations (24 wds)
5	Progress Meetings/Other Mtgs	36	36	24		48		144	\$27,960	Assume attendance @ 18 mtgs (CM & Inspector)
6	Status Reports & Documentation	24	24	40		18		106	\$20,630	Review progress/documentation
6a	Reports	30	20	48		24		122	\$23,630	St/Daily Updates to City
6b	Submittal Management	15	35	30		30		110	\$21,200	Based on 35 submittals
6c	Requests For Information	15	30	30		30		105	\$20,175	Based on 30 RFI's
6d	Change Order Management	10	20	10		20		60	\$11,600	Based on 5 change orders
6e	Labor Compliance/Funding Requirements		20	40		60	\$17,780.00		\$39,780	Conduct EEO Interviews/ Spot Check CPR
7	Construction Management	160	88					248	\$52,440	
8	Cost and Schedule Management	10	30	15		40		95	\$18,075	Based on 5 monthly payments and open book reviews & CPM updates
9	Public Relations & Outreach	20		48				68	\$13,180	Notices/meeting/coordination etc
10	Conflict Resolution & Claim Management							0	\$0	Time and Materials if needed
11	Utility Coordination			20				20	\$3,700	Coordination/spot inspection
12	Environmental Permit Monitoring		20			40	\$12,410	60	\$23,510	
13	Post Construction Meeting	4	4	4		4		16	\$3,120	Walk through
14	Special Testing and Inspection						\$40,000	0	\$40,000	CIPP and Epoxy Coating Inspections
15	Project Closeout	4	4	12		12			\$6,000	As-builts/Files
	Photographs & video						\$100		\$100	
	Vehicle/Equipment expenses						\$29,790		\$29,790	1,655 hours x \$18/hr= \$29,790
	Total Hours	340	340	1,040	275	340		2,183		
	Subtotal	\$73,100	\$69,700	\$192,400	\$76,313	\$59,500	\$100,080		\$571,093	
	Contingency (10%)	\$7,310	\$6,970	\$19,240	\$7,631	\$5,950	\$10,008		\$57,109	
	PROJECT TOTAL WITH 10% CONTINGENCY NOT TO EXCEED	\$73,100	\$69,700	\$192,400	\$76,313	\$59,500	\$100,080		\$628,202	

NOTES: Coastland | DCCM reserves the right to adjust estimated hours should the Contractor schedule additional crews or overtime work.

1 Based on 115 working days.

2 Based on full time inspection at 40 hours per week during construction and a second full time inspector for wet-out . 275 hours of overtime have been included for 24/7 coverage and typical overruns.

3 Based on a part time CM and Project Engineer. Inspector is part time prior to start of site construction

4 Based on an estimated number of RFI's, change orders and submittals shown above.

RM  
RM

# **City of Santa Rosa**

## **Construction Management Services Terms for Capital Improvement Projects**

Consultant shall:

### **A. General**

1. Per California Government Code Section 4525-4529.5, **Construction Manager** (CM) shall be a licensed Architect, registered engineer, or licensed general contractor. If the proposed construction manager is not licensed provide the name, license and qualifications (licensed architect, registered engineer, or licensed general contractor) of the individual that will provide the direction and control of the construction manager's work.
2. The CM is the primary point of contact and is responsible for the contract administration, construction engineering, and engineering integrity of the project. The CM must ensure the contractor complies with the requirements of the contract documents.

### **B. Project Coordination and Correspondence**

1. Coordinate among Contractor, the project team, various utility companies (such as PG&E, AT&T, Comcast, etc.), and other parties as required.
2. Receive all Contractor correspondences. Coordinate with applicable parties as necessary to develop responses. Prepare and transmit responses.
3. Maintain logs of requests for information, submittals, plan clarifications, claims, proposed change orders, final change orders.
4. Provide status updates on significant issues to City.
5. Provide any documentation required by City, State, or Federal requirements for contract administration.
6. Lead preconstruction conference. Prepare agenda and minutes.
7. Lead progress meetings as needed (or regularly scheduled) with Contractor and City staff. Prepare agenda and minutes.
8. Coordinate testing provided by City Materials Engineering with City project team.
9. Contract for and manage non-City supplied material testing services, and special inspection per Contract Documents.
10. Coordinate testing and startup including efforts by Contractor, manufacturers, and City staff.

### **C. Reports**

1. Prepare very short (1 page) weekly progress reports including a list of key items of work completed during the week and expected work the following week. Include approximately 2 photos. Submit to the City by Monday 9:00 am the following week. This weekly report may be posted to the City's public website.
2. Prepare and submit a monthly progress report describing key issues, status of schedule, budget, payments, RFI's, submittals, claims, potential change orders, and change orders.

3. Review Inspector's Daily Construction Reports and suggest edits where applicable. Initial (to show you reviewed and approved document) and submit copies to City of previous weeks Daily Reports by Monday 9:00 am the following week.
4. Review/complete Weekly Statement of Working Days and submit to the City for review by Monday morning at 9:00 a.m. the following week.
5. Complete all documentation and coordination required for final acceptance and closeout of construction contracts.

#### **D. Submittal Management**

1. Receive, stamp, and log submittals, and distribute for review by the design team.
2. Monitor review of submittals to foster timely review and return of submittals to Contractor.
3. Review administrative submittals for conformance with Contract plans and specification requirements and City standards.
4. Transcribe reviewer's comments to duplicate copies for return to Contractor and distribution.
5. Consultant shall ensure that all submittals returned to Contractor include the following language:

"CITY OF SANTA ROSA

_____	No exceptions	_____	Make Corrections Noted
_____	Revise and Resubmit	_____	Not Reviewed
_____	_____		

Submittal was reviewed for general conformance to Contract plans and specifications only. Contractor is responsible for confirming and correlating full compliance with contract plans and specifications. Notations neither relieve contractor from Contract plans and specification compliance nor authorize changes to contract amount. This review does not relieve Contractor from responsibility for any errors, omission or deviations from the contract plans whether or not such errors, omissions or deviations are noted on this drawing.

By \_\_\_\_\_ Date \_\_\_\_\_"

#### **E. Change Order and Claims Management**

1. Analyze requested change orders for validity, cost, and schedule impacts. Provide information to City Engineer necessary to review the requested change order. The City Engineer shall be responsible for the consideration, negotiation and resolution of all requests for change orders. At the request of the City Engineer, draft and forward proposed change orders to the Engineer using City provided change order format. City staff will formally process, transfer draft change orders to City letterhead, obtain signatures, and distribute accordingly.
2. Analyze claims for validity, cost, and schedule impacts. Provide information to the City Engineer necessary to review and resolve the claim. The City Engineer shall be responsible for the consideration, negotiation and resolution of all claims. If requested by the Engineer, Consultant shall draft responses to claims for review and approval by the City Engineer. City staff will obtain final signatures and distribute responses to claims.



# **City of Santa Rosa**

## **Construction Inspection Services Terms for Capital Improvement Projects**

Consultant shall:

### **A. Deliverables / Documentation**

1. Prepare pre-construction photo log to identify pre-existing damage to the surface features (and the existing condition of areas that may be damaged by the Contractor) within Project limits. Give a duplicate copy to City. Labeled digital photos on CD are preferred.
2. Complete Daily Construction Reports and submit signed Reports to the Engineer for review by Monday morning at 9:00 a.m. the following week.
3. Take digital construction progress photos, label, and store in a logical manner to be turned over to the Engineer for review by Monday morning at 9:00 a.m. the following week.
4. Complete Weekly Statement of Working Days and submit signed Statements to the Engineer for review by Monday morning at 9:00 a.m. the following week.
5. Document all warnings given to the Contractor regarding safety Hazards.
6. Keep an up to date set of marked up drawings recording as-built conditions, or if required by Contract ensure that the Contractor is doing so.
7. Review Contractor's monthly payment requests, establish payment quantities, review materials on hand, prepare, sign, and date payment recommendations and submit to the Engineer for payment.
8. Create Punch List of outstanding items to be completed when the project is at substantial completion.
9. Make "Record Plan" redline revisions to the original project mylar drawings to show changes that occurred during construction.

### **B. Responsibility and Duties**

1. The construction inspector's responsibilities and duties are consistent with industry standard practice and are described in the Caltrans Construction Manual, and the American Public Works Association publication titled "Management of Public Works Construction Projects."
2. The Construction Inspector is the "eyes and ears" of the Engineer and as such shall ensure compliance with the Contract Documents. The Construction Inspector is not authorized to make changes and shall notify the City Representative if any deviation from the Contract Documents appears to be necessary.
3. Have OSHA - Hazardous Waste Operations and Emergency Response training with a minimum current certification as a 24 Hour Occasional Site Worker.
4. Coordinate the handling and/or disposal of contaminated or hazardous materials with the contractor, specialty contractors, disposal sites, and City staff if contaminated or hazardous materials are encountered during construction. Sign manifests as necessary.

- MJ 5. ~~Be confined space trained and certified if inspection in confined spaces is required. Any confined space entry shall be carried out in accordance with Section 7-1.01L of City's specifications.~~

- MJ 6. Be certified to the California State Fire Marshall's 40-Hour Rescue Technician or higher. Provide a review of the Contractor's Confined Space Entry and Rescue Plan.  
Provide a review of the Contractor's Confined Space Entry and Rescue Plan.
7. Witness sewer and water pressure and vacuum testing and document results in Daily Reports. Witness and document television inspection of sewer systems.
8. Review connections of all new service laterals to existing services prior to backfill and note the condition of the exposed portion of the existing service piping.
- MJ 9. Oversee the Contractor's Safety Plan and implementation of the mitigation measures outlined in CEQA and permitting requirements.  
the Initial Study/Mitigated Negative Declaration (IS/MND) and Incidental Take Permit (ITP).
10. The Construction Inspector listed in the proposal shall remain on the project except in the event of an emergency or with written approval from the City. Failure to comply may affect the Consultant's score in future proposals.

### **C. Water Testing**

1. Perform water sampling for bacteriological clearance per the construction specifications. In the event that a Consultant inspector is unfamiliar with the procedure, the City will conduct the first sampling with Consultant as a training opportunity so the inspector can conduct any future bacteriological sampling that may be required.

### **D. Public Relations**

1. Act as the primary contact for the public during construction. Meet with property owners and businesses to keep them informed of anticipated construction activities which may affect them.
2. Address complaints by meeting with members of the public in a timely manner. Follow up with Contractor to resolve any complaints. Maintain a log of complaints which includes the date of the complaint, name of complainant, address, type of complaint, date Contractor notified, and date complaint resolved/action taken.
3. Ensure Contractor provides required public notifications for construction activities.
4. Prepare agendas, coordinate, advertise, and lead any public meetings necessary during construction. Provide follow up contact with individuals. Maintain minutes of any meetings.

### **E. Inspection**

1. Perform epoxy inspection per Section 44 Manhole Epoxy Lining.
2. Perform lining inspection per Section 130-2 Cured-In-Place Pipe Lining.










# A010139-2016-34 CM and Inspection Services for Llano Trunk Rehabilitation Phase 1 LTP to Todd Road

Final Audit Report

2025-04-09

Created:	2025-04-09 (Pacific Daylight Time)
By:	Allyson Gonyo (agonyo@srcity.org)
Status:	Approved
Transaction ID:	CBJCHBCAABAAN6iL0Dk6UIhI0dw_go82E-0hBEK2qP_i

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-  Agreement completed.  
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# A010139-2016-34 CM and Inspection Services for Llano Trunk Rehabilitation Phase 1 LTP to Todd Road


Final Audit Report


2025-04-09


Created:	2025-04-09 (Pacific Daylight Time)
By:	Allyson Gonyo (agonyo@srcity.org)
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# A010139-2016-34 CM and Inspection Services for Llano Trunk Rehabilitation Phase 1 LTP to Todd Road

Final Audit Report

2025-04-10

Created:	2025-04-10 (Pacific Daylight Time)
By:	Allyson Gonyo (agonyo@srcity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADyzO43E1faN4_BKuyLmESipfbDEs3Vxl

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