CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010139-2016-33

PROJECT NAME: **MCMINN AVENUE AND HUGHES AVENUE SEWER, WATER AND STORM DRAIN IMPROVEMENTS**

CITY PROJECT MANAGER: **CHRIS BALANESI**

CONSULTANT PROJECT MANAGER: **HEIDI UTTERBACK**

SCOPE OF SERVICE: See Consultant's Scope of Services/Proposal for Services and Fee Schedule dated **March 10, 2025**, attached as Exhibit B-1.

START DATE: **MARCH 2025** COMPLETION DATE: **DECEMBER 2028**

CHARGE NUMBER FOR PAYMENT:

54057 (57%)	**$357,570.69**
55813 (21%)	**$131,736.57**
70823 (22%)	**$138,009.74**

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: **$627,317.00** CB Tracy Duenas SGM

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: _____ Date: _____
DANIEL J. GALVIN III
Chair, Board of Public Utilities

COASTLAND CIVIL ENGINEERING,
A California corporation

By: Steven Van Saun (May 8, 2025 08:07 PDT) Date: 05/06/2025

Name: Steven Van Saun

Title: Vice President

By: Heidi E. Utterback Date: 05/06/2025

Name: Heidi E. Utterback

Title: Corp. Secretary

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

Coastland | DCCM

Exhibit B-1

March 10, 2025

Chris Balanesi, Assistant Civil Engineer
City of Santa Rosa
Transportation & Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Subject: Proposal to Provide Engineering Design Services for the McMinn Avenue and Hughes Avenue Sewer, Water and Storm Drain Capital Improvement Project

Dear Chris:

The City of Santa Rosa faces significant challenges in delivering the McMinn Avenue and Hughes Avenue Sewer, Water, and Storm Drain Improvements project, including the coordination of extensive underground utility replacements, full roadway reconstruction, ADA-compliant pedestrian ramp upgrades, and a potential new storm drain pump station due to complex elevation constraints. The success of this project depends on a thoughtful and well-integrated design approach that minimizes construction impacts while ensuring long-term functionality and resilience.

For nearly 25 years, Coastland | DCCM has provided the City of Santa Rosa with reliable engineering services, consistently completing projects on time and within budget. Our expertise in municipal infrastructure design, hydraulic flow analysis, and utility coordination ensures practical, constructible solutions that meet City standards and regulatory requirements. With a strong track record in delivering large-scale capital improvement projects, we are well-equipped to provide Santa Rosa with a cost-effective, technically sound, and community-focused design that enhances long-term reliability and service.

Please consider the additional benefits of our team:

- ✓ **Long-standing relationship and understanding of project needs** — Over the past 20+ years, our firm has provided engineering design services to the City on dozens of projects, including East Haven Dr. Sewer and Water Improvements, La Paloma E. Haven Rogers Wy. Sewer and Water System Improvements and Slater St. and Lewrosa Wy. Sewer and Water System Improvements, Howarth Park Pathway Improvements, and Galvin Park Pathway Improvement projects. Our knowledge of the City's processes and requirements will result in rapid response times and fewer demands on City staff time. We understand the needs of the City and the affected community and what is required to ensure the success of this project.
- ✓ **ADA Compliance** — With Coastland | DCCM's specialized focus on municipal engineering and building services, we routinely advise clients on ADA compliance, develop ADA Transition Plans, address accessibility concerns, and stay informed on the latest accessibility codes and standards. Our in-house Certified Access Specialists (CASp) are experts in current accessibility requirements and will conduct a QA/QC review of the proposed sidewalk, pedestrian bridge, and curb ramp improvements to ensure full compliance with the Americans with Disabilities Act (ADA) and California Building Code accessibility requirements.

- ✓ **The project is "in our backyard!" -** Coastland | DCCM's staff live and work locally and know the City's standards and requirements. The project is less than 5 miles from our office, so we can respond quickly and efficiently during design and construction.
- ✓ **Experienced team -** Our proposed Project Manager, Heidi Utterback, PE, will be the City's point of contact for this project. Heidi is a Principal Engineer and the Engineering Services Manager at Coastland | DCCM. She has more than 36 years of directly applicable experience, including project management of several recent projects, such as the Slater Street Water and Sewer Replacement and Corby Avenue Sidewalk Gap Closure and is familiar with the City's standards and processes.
- ✓ **Trustworthy and dependable —** We have provided engineering services to public agencies in Northern California for over 34 years. Over 90% of our work is from repeat clients, attesting to client confidence and satisfaction.
- ✓ **Committed to the Public Good —** As Sonoma County residents, Coastland | DCCM's staff have a vested interest in serving the community by enhancing and maintaining the City's infrastructure. We care about the agencies we serve and are committed to their success.

If selected for these services, it will be our priority to approach the project with a practical, "can-do" attitude. Our goal is to facilitate and move the project forward smoothly, mitigating impacts and solving problems proactively with timely input from the City. We will employ clear and frequent communication, so the City is always aware of the project status.

We have performed a field review, reviewed the RFP, and are confident that our proposal addresses the needs of this project.

I am authorized to sign contracts on behalf of the company. Per the RFP, our cost proposal and fee schedule are submitted in a separate file. We thank you for this opportunity and look forward to working with you. If you have any questions regarding this proposal, please contact me at (707) 636-7021 or svansaun@dccm.com.

Sincerely,
Coastland Civil Engineering, LLP

Steve Van Saun, PE
Principal | Director of Engineering

Heidi Utterback, PE
Principal | Engineering Services Manager

SCOPE OF SERVICES

Our approach to this project will build upon the City's Scope of Services contained in Section IV of the RFP. The following Scope of Services is based on our field review, understanding of the project and assessment of project opportunities. Coastland | DCCM understands that clear communication and managing time wisely are keys to getting the most mileage out of available funds and our Scope of Work has been prepared with that in mind.

TASK 1 – PROJECT MEETINGS, PRELIMINARY RESEARCH AND COORDINATION

MEETINGS WITH CITY REPRESENTATIVES

We propose to meet with City staff to discuss project details, establish goals, review the project schedule, and coordinate efforts. Included are the project kick-off meeting and three (3) progress design reviews (40%, 75%, and 90% submittals).

BACKGROUND INFORMATION

We will assemble available City information pertaining to the project, including as-built drawings, benchmark information, utility information, sewer videos and log information, base maps, right-of-way data, and additional pertinent information that may be available for the project.

We will take digital photos of the site and observe existing conditions in the field so we may be able to identify any unusual or special conditions that may affect the project design or construction.

UTILITY COORDINATION

We understand that the City will provide utility data available for the City's sewer, water, and storm drain infrastructure, as well as write letters to PG&E, AT&T, and Comcast informing them of the project and requesting their facility drawings. After reviewing the utility maps and evaluating the initial project design, we will advise the City where utility mark outs for potholing may be required. Given the scope of utility modifications planned for this project, we have allocated 10 pothole locations for investigation, to be identified after the 40% design stage. If additional pothole locations require investigation beyond these 10, we will provide the City with a proposed scope and fee for consideration. Additionally, coordination and relocation requests for non-City-controlled utilities are not included in this scope. However, if such efforts become necessary during design, we are available to assist the City as needed.

SURVEYING

City survey crews will complete the detailed topographic survey required for the project design and will provide Coastland | DCCM with electronic survey files of the project, including digital surface files. Under this task we have included time to coordinate with the City crews, and to develop background design drawings from the survey files. We will notify the City if we find additional survey coverage for project areas required to complete the design.

TASK 2 – 40% IMPROVEMENT PLANS (PRELIMINARY DESIGN)

After completing background research—including document review, utility and survey coordination with City staff, and a field assessment—Coastland | DCCM will prepare a 40% submittal. This will include an electronic draft of the Drainage Report, a preliminary LID Determination Worksheet, a 40% drawing set at a 1-inch-to-20-foot scale, and a preliminary engineer's estimate.

These items will outline the proposed design, depict plan views of the utility and roadway work, and identify a preliminary storm drainage system for the project. Our team will work to clearly depict current site conditions, any conditions in conflict with City Standards and design requirements and identify potential

utility conflicts. The drawings will include the proposed plan-view alignment of the sidewalk, pedestrian bridge and pedestrian ramps on the topographic survey, as well as areas of right-of-way acquisition that may be necessary and provide the status of the environmental permits.

Coastland | DCCM will also work with the City to complete the Storm Water LID Determination Worksheet to determine if the project will trigger the requirements of the LID Technical Design Manual. Due to the nature of the project—specifically, that the roadway reconstruction is a direct result of the extensive utility work required—we anticipate that the project will be exempt from the requirements of the LID Technical Manual.

The 40% submittal will include one (1) design memorandum, an electronic draft of the Drainage Report, eight (8) sets of preliminary plans (22" x 34"), three (3) copies of the preliminary engineer's estimate, and an electronic copy of the completed LID Determination Worksheet.

TASK 3 – 75% IMPROVEMENT PLANS, SPECIFICATIONS AND ESTIMATE

Following the review of the 40% submittal, we will prepare a 75% submittal. The submittal will include eight (8) sets of full-size plans (22" x 34"), three (3) copies of draft technical specifications and three (3) copies of the draft engineer's estimate, as well as the updated draft Drainage Report, updated preliminary LID Determination Worksheet. As part of the 75% design effort, Coastland | DCCM will coordinate the completion of the utility potholing scope required for the project, the results of which will be depicted in the updated plan documents. The draft specifications will be based upon City-furnished boilerplate template documents. The 75% submittal will address all City comments on the 40% submittal. The submittal will include plan and profiles for the sidewalk and pedestrian bridge improvements, and curb ramp grading details.

Coastland | DCCM's construction manager will perform a review of the 75% documents and walk the site to ensure constructability. Through this review, we will help minimize claims and potential change orders as well as look for opportunities to save money by using alternate construction methods.

Included in the submittal will be six (6) sets of plans, three (3) copies of the technical specifications, and three (3) copies of the updated engineer's estimate.

TASK 4 – 90% IMPROVEMENT PLANS, SPECIFICATIONS AND ESTIMATE

The project design will essentially be complete for this submittal. All comments from the City's review of the 75% submittal will be addressed. We will review the City's draft of the "front end"/general provisions for the contract/bidding requirements and provide any recommended revisions or additions. Included in the submittal will be eight (8) sets of plans, three (3) copies each of the technical specifications, draft Drainage Report and LID Determination Worksheet, and three (3) copies of the updated engineer's estimate.

TASK 5 – FINAL PLANS, SPECIFICATIONS AND ESTIMATE

Following the City's review, we will address any comments on the 90% submittal and provide the City with final stamped mylar drawings, final stamped and signed Drainage Report, final LID Determination Worksheet, final estimate/itemized bid sheet, and electronic technical specifications for review to verify all comments have been addressed. Following the City's final review, we will prepare final bid documents, including stamped and signed archivable mylar drawings and technical specifications. We will also provide the final approved drawings in electronic AutoCAD format, and all related files in MS Word, MS Excel, and PDF formats as appropriate.

TASK 6 – CONSTRUCTION CONTRACT ASSISTANCE

During the bidding process, we will provide bid assistance to the City to answer questions that may arise during the bidding phase. This will include assisting the City in preparing up to one (1) addendum that may be necessary. We will also attend a pre-bid conference for prospective bidders.

Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the bidders, we can provide this as an additional service on a time and materials basis, as the time to process the protest is unknown.

During construction, Coastland | DCCM will provide design support services, which includes attendance at the pre-construction meeting, assisting the City with answering up to five (5) Request for Information (RFI's), review of up to ten (10) submittals from the contractor, and up to two (2) site visits. We understand and appreciate the importance of construction support. Our intention is to be an extension of City staff. Please note that our effort for this task is only an estimate. If significant input is requested during construction, we will notify the City and provide a modified scope and fee for the City's consideration.

TASK 7 –SWPPP PREPARATION

The development of a Storm Water Pollution Prevention Plan (SWPPP) is a critical step in ensuring compliance with State and federal stormwater regulations for construction activities. This process involves evaluating site conditions, identifying potential pollutant sources, and implementing Best Management Practices (BMPs) to minimize stormwater impacts. The SWPPP serves as a guiding document for erosion control, sediment management, and overall stormwater quality protection throughout the construction phase. It also includes compliance with regulatory requirements, such as obtaining coverage under the National Pollutant Discharge Elimination System (NPDES) Construction General Permit and submitting necessary documentation to the Stormwater Multiple Application and Report Tracking System (SMARTS) in California.

As part of the SWPPP preparation, Coastland | DCCM will complete a site assessment, erosion and sediment control planning, and documentation of required stormwater management measures. A detailed site plan will outline drainage patterns, BMP locations, material storage areas, and non-stormwater discharge controls. The plan will also provide monitoring and inspection protocols, ensuring that the project maintains compliance with permit conditions. Once finalized, the SWPPP will be submitted and made available on-site for reference during construction.

TASK 8 – ENVIRONMENTAL DOCUMENTATION

Coastland | DCCM's environmental subconsultant, LSA, will provide the environmental documentation as required by the California Environmental Quality Act (CEQA). The environmental assessment process will be based on an Initial Study/Mitigated Negative Declaration (IS/MND). We do not anticipate any significant or unavoidable environmental impact will be associated with this project, therefore the IS/MND should be the appropriate CEQA document. However, if it is determined during the environmental review process that the proposed project would result in significant impacts that cannot be mitigated, LSA would advise the City regarding the need for an Environment Impact Report. LSA will also provide permitting assistance to ensure compliance with Federal, State, and Local environmental regulations.

LIMITED PHASE I ENVIRONMENTAL SITE ASSESSMENT

As part of the due diligence process, LSA will oversee a Limited Phase I Environmental Site Assessment (ESA) to evaluate the potential for hazardous materials contamination within the project area. The Phase I ESA will include a records review, site reconnaissance, and an evaluation of potential environmental risks based on federal and state environmental databases. Since the project site is primarily within the City of Santa Rosa's right-of-way and publicly owned properties, a search for environmental cleanup liens or land-use restrictions is not deemed necessary. If Recognized Environmental Conditions (RECs) are identified during the Phase I ESA, LSA will provide recommendations for a Phase II ESA, which would involve soil, groundwater, and air sampling to determine the extent of contamination as a separate proposal.

ENVIRONMENTAL EVALUATION

As part of the CEQA compliance process, LSA will conduct a comprehensive Environmental Evaluation to assess the potential impacts of the project. This evaluation will be based on the CEQA Environmental Checklist Form (Appendix G) which are listed below:

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise and Vibration
- Population and Housing
- Public Services and Recreation
- Transportation and Traffic
- Tribal Cultural Resources
- Utilities and Service Systems
- Wildfire

The environmental study will determine whether the project has significant impacts that require mitigation. Particular attention will be given to stormwater improvements and their potential effects on Roseland Creek, as well as any impact on endangered species, wetlands, and tribal cultural resources. Also, if the One Water mitigation area is pursued by the City, the areas where the proposed LID features would be implemented will be considered.

The goal of the evaluation is to identify any necessary mitigation measures to reduce environmental impacts to a less-than-significant level.

TECHNICAL REPORTS

LSA will prepare the following technical reports:

- *Air Quality*
- *Biological Resources*
- *Cultural Resources (Records Search, Field Survey, and Documentation)*
- *Noise and Vibration (Analysis only, no stand-alone report)*

Deliverables: Air Quality & Greenhouse Gas (GHG) Emissions Report, Biological Resources Evaluation Report, and Cultural Resources Report

PREPARE INITIAL STUDY / MITIGATED NEGATIVE DECLARATION

LSA will prepare an Initial Study/Mitigated Negative Declaration (IS/MND) in accordance with CEQA and CEQA Guidelines to assess the project's environmental impacts and identify necessary mitigation measures. This process involves multiple review stages and the preparation of key documents to ensure regulatory compliance and public transparency.

Key Tasks in the IS/MND Process are outlined below:

1. Administrative Draft IS/MND
   - The City will review and consolidate comments before submitting them to LSA for revisions.
2. Screencheck Draft IS/MND
3. Public Review Draft IS/MND
4. Response to Comments & Final IS/MND
5. Mitigation Monitoring and Reporting Program (MMRP)

Deliverables: Final Initial Study / Mitigated Negative Declaration, Mitigation Monitoring, and Reporting Program

REGULATORY PERMITTING

Given the project's potential impacts on waters, wetlands, and biological resources, LSA will support the City of Santa Rosa in obtaining the necessary federal, state, and local permits to ensure full regulatory compliance. The permitting process involves close coordination with multiple agencies, including the U.S. Army Corps of Engineers (USACE), the Regional Water Quality Control Board (RWQCB), and the California Department of Fish and Wildlife (CDFW).

LSA's Approach to Permitting:

- Proactive agency coordination to prevent delays and ensure a streamlined review process.
- Minimize regulatory requirements by designing the project to avoid direct impacts to jurisdictional waters where possible.
- Ensure full compliance with federal, state, and local environmental laws, reducing the risk of permitting complications.

Through LSA's permitting expertise, the City of Santa Rosa will receive all necessary environmental approvals while mitigating potential project delays. The permitting strategy focuses on reducing environmental impacts, expediting regulatory reviews, and ensuring project success within established timelines.

Below is an overview of the anticipated permitting efforts for the project scope:

U.S. Army Corps of Engineers (USACE) – Section 404 Nationwide Permit Application

- If the project impacts Roseland Creek, it may require a Nationwide Permit (NWP) under Section 404 of the Clean Water Act.
- LSA will prepare a Pre-Construction Notification (PCN) to submit to USACE, detailing project activities, site conditions, and measures to minimize impacts on jurisdictional waters.
- If wetland impacts exceed 0.5 acres, an Individual Permit (IP) may be required, triggering additional mitigation and review.

Regional Water Quality Control Board (RWQCB) – Section 401 Water Quality Certification

- The project must comply with Section 401 of the Clean Water Act, which ensures that any discharges into state waters meet California water quality standards.
- LSA will prepare a Water Quality Certification Application, including:
  - Project impact analysis on water quality and aquatic resources.
  - Stormwater management measures to mitigate pollutant runoff.
  - A mitigation and monitoring plan to compensate for potential impacts.
- If required, LSA will also complete a Tier 1 or Tier 2 Alternatives Analysis to demonstrate that the project minimizes environmental impacts.

California Department of Fish and Wildlife (CDFW) – Section 1602 Lake and Streambed Alteration Agreement

- Any work affecting Roseland Creek requires a Section 1602 Agreement from CDFW.
- LSA will prepare the application in the Environmental Permit Information Management System (EPIMS) and coordinate with CDFW biologists to ensure regulatory approval.

Endangered Species Act (ESA) Section 7 Consultation – Biological Assessment

- If the project has the potential to impact federally listed species or designated critical habitat, the U.S. Fish and Wildlife Service (USFWS) will require formal or informal consultation under Section 7 of the ESA.
- LSA will develop a Biological Assessment (BA), which includes:
  - Existing habitat conditions in the project area.
  - Potential species affected and conservation measures.

        - Recommendations to minimize and mitigate potential impacts.
    - The BA will also be submitted to RWQCB and CDFW as part of their review processes.

Aquatic Resources Delineation and Jurisdictional Determination

- LSA will conduct an on-site delineation of aquatic resources, mapping jurisdictional wetlands, streams, and riparian areas.
- The results will be used to:
    - Determine regulatory jurisdiction under USACE (Section 404), RWQCB (Section 401), and CDFW (Section 1602).
    - Support permit applications and mitigation planning.

TASK 9 – LID DESIGN "ONE WATER" FACILITY (OPTIONAL TASK)

We will complete a review of the Roseland Creek Community Park Master Plan and EIR documents, as well as review previously completed City projects that may require offset credit(s) for LID compliance. Initially, our intent will be to work with the City to identify the extent and scale of the potential One Water facility, but per correspondence with City staff, we are targeting a minimum of 5,000 square feet of water quality treatment and an initial 12,000 cubic feet of volume capture capacity. Coastland | DCCM's landscape architect subconsultant, GSM, will provide preliminary design and opinion of probable construction cost to develop the LID features on one or a portion of the following parcels: 1027 McMinn Avenue, 1360 Burbank Avenue, and 1370 Burbank Avenue. LID features may include native riparian planting areas, pathways and trails, interactive, educational features, and/or natural play features. The preliminary LID concept plan may be used to convey the project approach to regulatory agencies, utilized for CEQA compliance and for potential funding opportunities. It will depict project elements across the necessary project boundaries based on design limitations but will not include park infrastructure at this time.

ADDITIONAL ASSUMPTIONS

- No adverse geologic or soil conditions exist that would require special design consideration.
- City of Santa Rosa will complete required survey work.
- City of Santa Rosa will be responsible for right-of-way determination and acquisition should the need arise.
- City of Santa Rosa will complete any public outreach required during the course of the project.
- Pump Station Design will be covered under a separate work order or amendment should it be required.
- Pavement structural section will be established/determined by the City's Materials Lab.
- The Utility & Roadway Reconstruction will be exempt from the City's LID Requirements.
    - If the One Water Facility is to be pursued, a work order would be issued to develop a SWLIDS report that incorporates the features of this facility.

OPTIONAL SERVICES

The following work is not included in our proposal. However, Coastland | DCCM would be pleased to provide these services if the City desires:

- Pre-construction hazardous material assessments, geotechnical investigations beyond those noted above.
- Right-of-way/Easement determination or preparation of associated documents.
- Public coordination and outreach.
- Construction Management or inspection assistance.
- Utility coordination beyond that noted above.
- Meetings beyond those noted above.

Coastland | DCCM

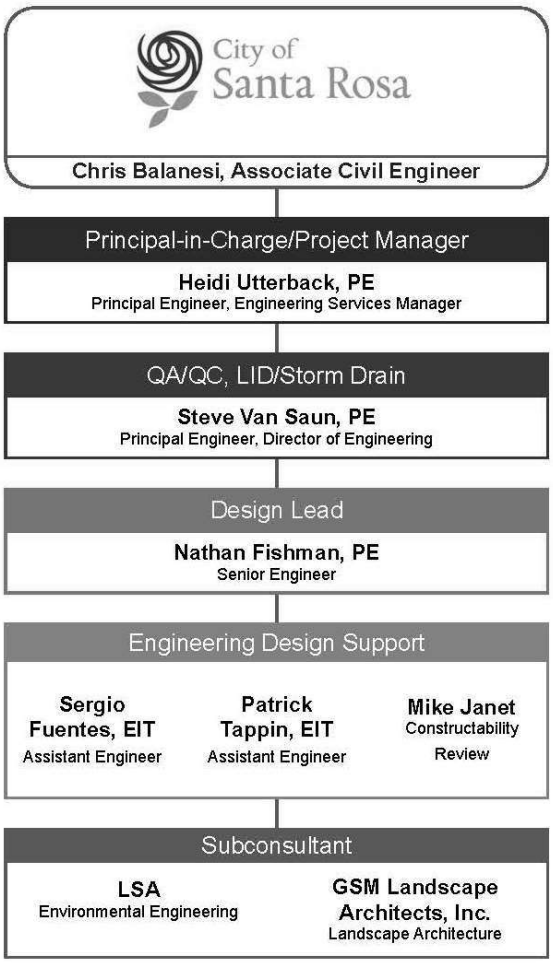
WORK ESTIMATE

McMinn Ave & Hughes Ave Sewer, Water, Storm Drain Improvements	Engineering Design Services									City of Santa Rosa	
Task Information	Name, Project Role & Rate							Subconsultant		Hours & Cost	
TASK	Heidi Utterback, *Project Manager*	Steve Van Saun, QA/QC	Nathan Fishman, *Design Lead* & Sr. Engineer	*Assistant Engineer*	CASp, *Access. Review*	Mike Janet, *Constructability Review*	Admin	GSM Landscape Architects, Inc.	LSA	TOTAL HOURS	TOTAL FEE
	$240	$230	$205	$185	$195	$220	$130				
1 PROJECT MEETINGS, PRELIMINARY RESEARCH AND COORDINATION											
Kick off Meeting (1)	3		3				1			7	$1,465
Design Progress Meetings (3)	9		9				4			22	$4,525
Project Management	40									40	$9,600
Background Information	2		2	16						20	$3,850
Utility Coordination	2		2	12			4			20	$3,630
Utility Potholing (10 potholes)										0	$35,000
Coordinate with City/Survey	2		2	4						8	$1,630
Subtotal										**117**	**$59,700**
2 40% IMPROVEMENT PLANS (PRELIMINARY DESIGN)											
Preliminary Plans	32		50	120						202	$40,130
Cost Estimate	4		8	24						36	$7,040
SWLID Coordination	2	4	8	16						30	$6,000
Draft Drainage Report	8	4	32	60						104	$20,500
Design Memorandum	8		16	8						32	$6,680
Subtotal										**404**	**$80,350**
3 75% IMPROVEMENT PLANS, SPECIFICATIONS & ESTIMATE											
Plans, Profiles, and Cross Sections	48		60	160	4					272	$54,200
Specifications	8		24	4			2			38	$7,840
Cost Estimate	2		4	16			2			24	$4,520
SWLID Coordination		4	4	4						12	$2,480
Draft Drainage Report	2	16	16	60						94	$18,540
QC Review	4				2	4				10	$2,230
Subtotal										**450**	**$89,810**
4 90% IMPROVEMENT PLANS, SPECIFICATIONS & ESTIMATE											
Plans, Profiles, Cross Sections, Details	4		20	80						104	$19,860
Specifications	1		8	4			2			15	$2,880
Cost Estimate			2	4			2			8	$1,410
SWLID Coordination		4	4	4						12	$2,480
Draft Drainage Report	2	8	8	32						50	$9,880
QC Review	6				2	8				16	$3,590
Subtotal										**205**	**$40,100**
5 FINAL PLANS, SPECIFICATIONS & ESTIMATE											
Plans, Profiles, Cross Sections, Details			8	40						48	$9,040
Specifications			6	2			2			10	$1,860
Cost Estimate			2	2			2			6	$1,040
SWLID Coordination			4	8			2			14	$2,560
Final Drainage Report	2	4	16	16						38	$7,640
QC Review	4					2				6	$1,400
Subtotal										**122**	**$23,540**
6 CONSTRUCTION CONTRACT ASSISTANCE											
Bid Questions	8		8	5						21	$4,485
Addenda (1)	4		8	16			1			29	$5,690
Pre-Bid Conference	3		3			8	1			15	$3,225
RFIs (10) & Submittals (10)	32		40	20		10	4			106	$22,300
Site Visits (2)	4		4			4				12	$2,660
Contract Change Order (1)	4		4	4		2				14	$2,960
Subtotal										**197**	**$41,320**
7 SWPPP PREPARATION											
SWPPP Preparation	4		16	50						70	$13,490
SMARTS Registration, Notice of Intent, Document Upload	2		2	6						10	$2,000
Subtotal										**80**	**$15,490**
8 ENVIRONMENTAL DOCUMENTATION											
Project Kickoff & Background Review									$5,566	0	$5,566
Project Management & Meetings									$10,419	0	$10,419
Limited Phase 1 ESA			2						$15,142	2	$15,552
Environmental Evaluation	4		6	4					$62,911	14	$65,841
Draft Initial Study / Mitigated Negative Declaration	2		6	8					$25,841	16	$29,031
Regulatory Permitting	2		6	8					$47,840	16	$51,030
Subtotal										**48**	**$177,439**
Direct Costs (repro, mileage, etc.)									**$2,507**		**$1,800**
9 OPTIONAL TASK - LID DESIGN 'ONE WATER' FACILITY											
Conceptual Landscape Exhibits for Grant Funding	2		4	16				$16,612		22	$20,872
Consider Roseland Creek Community Park Plans & EIR	2	4	16	16						38	$7,640
Consider Previous City Projects Requiring Offset Credit	2	4	20	20			4			50	$9,720
Subtotal										**110**	**$38,232**
Total Design Cost	270	52	463	869	8	38	33	$16,612	$170,226	1,733	$570,288
10% Design Contingency											**$57,029**
TOTAL WITH CONTINGENCY											**$627,317**

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 needs of the City and will work closely with you to share experience 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

It will be important for the selected team to be fully committed and available to successfully execute the McMinn Avenue and Hughes Avenue Sewer, Water and Storm Drain Improvements Project. This will ensure that every detail is accounted for and facilitate a timely response to inquiries from the City. We have carefully and thoughtfully selected our proposed staff. Our entire team has sufficient time to represent the City on this important project as an extension of City staff. At the onset of this project, Heidi Utterback will be involved in the following projects: Corby Avenue Sidewalk Gap Closure, Piedmont 2025 Paving Rehabilitation, and Ross Paving and Storm Drain Improvements. Heidi is available to devote the necessary time to managing this project and estimates her involvement would average between 4 to 6 hours per week to oversee project staff, provide direction as necessary, and maintain regular contact with the City. **Our goal is to remain accessible and flexible, with the availability of our proposed staff playing a key role in ensuring success.**

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

Coastland | DCCM staff can meet regularly with City staff and are accessible to the City via phone, email, and video conferencing. For the City's convenience, all services related to this project can be accessed by contacting one primary contact: Heidi Utterback, PE. The City can be assured of prompt responses to all inquiries.

WORK PLAN

PROJECT UNDERSTANDING

This project will include sewer main, water main, and storm drain utility replacement within the Roseland neighborhood, located in the southwest region of Santa Rosa. The City intends to replace approximately 2,600 lineal feet of sewer main, comprised of 1,300 lineal feet each of 6-inch and 15-inch vitrified clay sewer mains. These lines were installed in the 1940/1950's and are nearing the end of their service life. The project will also replace and upsize approximately 2,900 lineal feet of existing 4-inch cast iron water main with new 8-inch ductile iron water mains.

Based on a preliminary review of the parcel data for the project area, there appears to be 70+/- service connections for sewer and water along McMinn Avenue, Emerald Court, Ruby Court, and Hughes Avenue. The proposed utility improvments would also require new water service laterals and water meters for all lots served. The santiary sewer scope will include the associated "lower" sewer laterals from the new main lines to the back of sidewalk where a new sanitary clean out will be installed along each lateral service line.

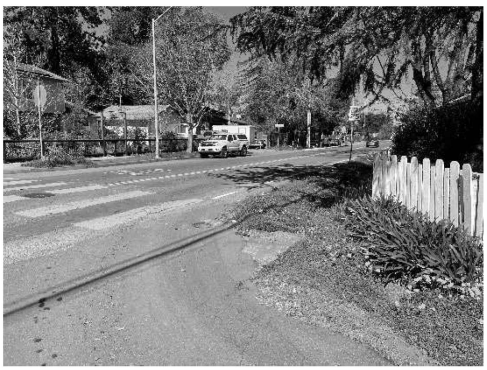
This project will also include the installation of a new storm drain trunk line, extending from Sebastopol Road at the northerly limits south to Roseland Creek where a new outfall to the creek will be established. Currently, there are two storm drain segments, north of Roseland Creek, that drain towards McMinn Avenue; one segment along Sebastopol Road, and another that collects runoff from West Court. At the southerly limits of the project there are two existing strom drain outfalls that discharage to Roseland Creek at the existing box culvert. The propsoed storm drain system will establish a new outfall to Roseland Creek, likely at this existing box culvert, or potentially further west along the creek alignment.

The storm drain lines along Sebastopol Road range in size (12, 18, 24, 36-inch diameters) and comprise a total of approximately 1,300 lineal feet. This run of storm drain starts approximately 150ft+/- west of the Sebastopol Road and West Avenue intersection. Storm flow then drains westerly to the intersection of McMinn Avenue and Sebastopol Road. Approximately 80-feet south of the Sebastopol Road and McMinn Avenue intersection, the current GIS data states that there was a storm drain plug installed in 2005 along the frontage of 816 McMinn Avenue. It is our understanding that water in these lines bubbles up and returns to the McMinn roadway corridor and flows overland to the south.

The B&H Homes Subdivision was installed circa 1994 along West Court, from which there is approximately 740 lineal feet of private storm drain that discharges to an 18-inch City owned storm drain at the southwest

limits of West Court. This 18-inch storm drain continues westerly across 4 residential lots to the storm drain catch basin located along the frontage of 1008 McMinn Avenue. Here the storm drain line is called out as a 24-inch segment that crosses McMinn Avenue, and appears to terminate in the vicinity of 1105 McMinn Avenue.

Given the scope of the anticipated utility work, the project will also include the full roadway reconstruction for portions of McMinn Avenue, as well as all of Emerald Court, Ruby Court, and Hughes Avenue. Our initial estimate is that there will be approximately 9,400 square yards of asphalt paving to be reconstructed after the new utility segments are installed. There is an existing valley gutter accros the McMinn Avenue and Sunset Avenue intersection that is degraded. Our design anticipates installing a new cross gutter along the easterly limits of this intersection. The curb ramps along the project areas will also be reconstructed as necessary to bring these features into compliance with current ADA standards. We currently anticipate a total of 8 curb ramps that will require adjustment. The 2 existing ramps at Sebastopol Road and McMinn Avenue appear to be compliant, but we will review and verify as part of the design efforts.



We understand that the aforementioned storm drain features in the project vicinity are not performing well and there is an excess of overland flow along these streets that should be captured with additional inlets. To the extent that it is possible, existing features will be preserved or upgraded, but we understand that portions of the existing storm infrcstructure may need to be abandoned. This project will incorporate new elements needed to effectively capture and convey storm waters for this region.

We will assemble a drainage report that reviews the project area's overall drainage pattern, evaluates the existing pipe capacities, and ultimately identifies a system that will extend the City's storm drain network south to Roseland Creek. We will prepare hydrologic maps of the project area and assess the peak flows the new system will need to convey. We will review the flow regime for Roseland Creek, coordinating with Sonoma Water and the adopted FEMA flood modeling as needed for a starting hydraulic grade line at the outfall location. We understand that due to the potential length of storm drain, the storm drains may be too deep at the southerly limits to discharge by gravity to Roseland Creek. The City has identified the potential need for a storm drain lift station. If a pump station is required, we will coordinate with the City on a Project Work Order Amendment.

We will also conduct a limited Phase 1 environmental site assessment (ESA) as requested in the RFP. It is our understanding that Roseland was designated as a Superfund site by the CA DTSC in the mid 1980's due the the presence of petroleum hydrocarbons and chlorinated solvents present in the area's groundwater. We understand that between the mid 1980's and 1990's additional investigations, sampling, and mitigation were completed in the area. In 1994 the area was removed from the State's superfund list, and according to information available from RWQCB, any remaining sites identified during that time were

to be processed as individual cases. Our team will complete the phase 1 ESA and identify any potential environmental risks that may be present within the project areas.

We understand at the southerly limits of the project site, there are three (3) city owned parcels bounded by McMinn Avenue and Burbank Avenue. As part of the future redevelopment of the Roseland Creek Community Park, this project may provide an opportunity for the City to create a One Water LID bank facility at the northerly limits of the park at the 1027 McMinn Avenue location. Should the City choose to pursue this feature, our team has included an optional task to complete a review of the Roseland Creek Community Park Master Plan and EIR documents, as well as review previously completed City projects that may require offset credit(s) for LID compliance. Initially, our intent is to work with the City to identify the extent and scale of the potential One Water facility, but per correspondence with City staff, we are targeting a minimum of 5,000 square feet of water quality treatment and an initial 12,000 cubic feet of volume capture capacity. Coastland | DCCM will prepare preliminary concept plans for LID features as part of the optional task that the City can use for potential grant funding opportunities.

PROJECT APPROACH

Coastland | DCCM will begin the project by evaluating project needs and reviewing available background information. Our team will coordinate closely with City staff and other stakeholders as appropriate to gain a comprehensive assessment of the project needs.

Following the initial coordination and background efforts, Coastland | DCCM will begin work on the drainage report by assembling hydrology maps, identifying the design storm events and calculating peak flows. Our team will also evaluate the capcity of existing storm drain features. As described in the RFP, a lift station may be required for the storm drain system. Our drainage report will evaluate this further and identify the initial design criteria should the lift station be required within this new section of storm drain.

Simultaneously, our team will work with the City's surveyor and engineers to accurately depict the City's existing utilities, as well as any PG&E, Comcast, or AT&T (or other operators') facilities that are present in the project areas. Our team will work to identify the potential alignments for the new sewer, water, and storm drain lines required for the project. We will review the topographic survey data available from the City and complete preliminary curb ramp alternatives for the various locations, as well as evaluate the anticipated paving quantities that may be required for a full rebuild of the affected streets.

Utility potholing will also be performed at critical locations to evaluate potential utility conflicts. We have accounted for a potential 10 pothole locations in our proposal. The results of these pothole investigations will be included in the project plans as needed to fully depict critical existing utility y conditions.

At the conclusion of our initial design effort, our team will assemble a Design Memorandum for the City that identifies the project constraints and opportunities we have identified to sucessfully construct these utility and roadway features.

To maintain a high level of quality and completeness, Coastland | DCCM's team will devote themselves to managing their time wisely, developing innovative solutions, and maintaining clear and consistent communication with the City. Coastland | DCCM will meet with the City at project milestones as well as maintain regular communication throughout the design process. During the initial phase, the Coastland | DCCM team will work closely with City staff to evaluate any non-standard design conditions, potential utility

conflicts and other key issues that may affect the design of the project. Our construction management team and our in-house Certified Access Specialist (CASp) will review the project plans to ensure constructability and compliance with ADA requirements, as well as look for opportunities to save money by using alternate construction methods.

The City of Santa Rosa's 2017 Storm Water Low Impact Development Technical Design Manual (Manual) sets requirements for compliance with the City's NPDES MS4 Permit. Since this project is a storm drain, sewer, and water utility replacement project, and the roadway work done as part of this project is being performed strictly as a consequence of the utility work, the project should be considered exempt from compliance with the MS4 Permit. However, due to the scope and scale of this project, it is unknown at this time whether the project will be subject to Storm Water Low Impact Development (SWLID) compliance. Coastland | DCCM will work with the City to evaluate the proposed improvements and complete the Storm Water LID Determination Worksheet. We have included time in our proposal to complete this document, coordinate with City Staff, and assemble supporting exhibits as needed.

If it is found the project will trigger the requirements of the Manual, we have included an optional scope of services and cost proposal to design LID measures to comply with the Manual. Coastland | DCCM is fully capable and experienced in designing Low Impact Development (LID) BMP's to comply with the Manual.

In summary, our approach will focus on:

- Collaborating closely with City staff—we will serve as an extension of your staff while remaining accessible and responsive to any questions.
- Review of water main and storm drain alignments and minimizing impacts.
- Evaluating repair of broken curb and gutter and sidewalk uplift areas.
- Providing ADA compliance at the curb ramp locations.
- Provide constructability review and recommended construction means and methods to the City for inclusion into the contract documents.

SCHEDULE

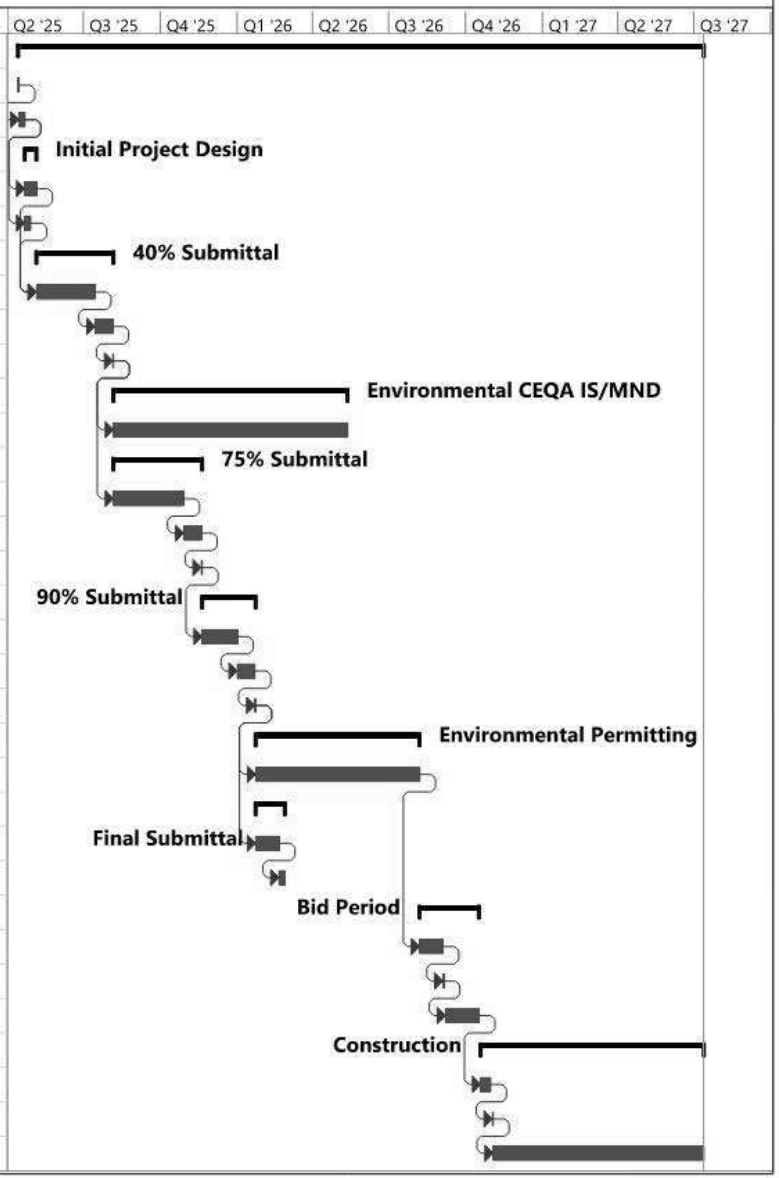
After considering our specific approach to this project, we have provided a proposed schedule and will work closely with the City to meet your scheduling goals. The following schedule provides a framework for completion of project tasks and reflects a realistic approach to completing this project. If desired, this schedule can be modified with a corresponding change to the Work Plan. Coastland | DCCM staff has the ability to meet the required time schedules and is committed to doing so.

Coastland | DCCM is prepared to begin work upon receipt of a Notice to Proceed (estimated April 14, 2025). Our first task will be to work with the City to finalize a project schedule and identify milestones for each task. On the following page, we have provided a preliminary schedule showing estimated completion dates of major milestones dependent on City review timeframes.

McMinn Sewer, Water and Storm Drain Improvements
Preliminary Project Schedule

March 10, 2025

ID	Task Name	Duration	Start	Finish
1	**McMinn Sewer, Water & Storm Drain**	**586 days**	**Mon 4/14/25**	**Mon 7/12/27**
2	Notice to Proceed	1 day	Mon 4/14/25	Mon 4/14/25
3	Kickoff Meeting	1 wk	Tue 4/15/25	Mon 4/21/25
4	**Initial Project Design**	**10 days**	**Tue 4/22/25**	**Mon 5/5/25**
5	Background Information	2 wks	Tue 4/22/25	Mon 5/5/25
6	Field Review	1 wk	Tue 4/22/25	Mon 4/28/25
7	**40% Submittal**	**66 days**	**Tue 5/6/25**	**Tue 8/5/25**
8	Prepare 40% Submittal	10 wks	Tue 5/6/25	Mon 7/14/25
9	City Review - 40% Submittal	3 wks	Tue 7/15/25	Mon 8/4/25
10	40% Submittal Review Meeting	1 day	Tue 8/5/25	Tue 8/5/25
11	**Environmental CEQA IS/MND**	**200 days**	**Wed 8/6/25**	**Tue 5/12/26**
12	Environmental CEQA IS/MND	10 mons	Wed 8/6/25	Tue 5/12/26
13	**75% Submittal**	**76 days**	**Wed 8/6/25**	**Wed 11/19/25**
14	Prepare 75% Submittal	12 wks	Wed 8/6/25	Tue 10/28/25
15	City Review - 75% Submittal	3 wks	Wed 10/29/25	Tue 11/18/25
16	75% Submittal Review Meeting	1 day	Wed 11/19/25	Wed 11/19/25
17	**90% Submittal**	**46 days**	**Thu 11/20/25**	**Thu 1/22/26**
18	Prepare 90% Submittal	6 wks	Thu 11/20/25	Wed 12/31/25
19	City Review - 90% Submittal	3 wks	Thu 1/1/26	Wed 1/21/26
20	90% Submittal Review Meeting	1 day	Thu 1/22/26	Thu 1/22/26
21	**Environmental Permitting**	**140 days**	**Fri 1/23/26**	**Thu 8/6/26**
22	Environmental Permitting	7 mons	Fri 1/23/26	Thu 8/6/26
23	**Final Submittal**	**25 days**	**Fri 1/23/26**	**Thu 2/26/26**
24	Final Submittal	4 wks	Fri 1/23/26	Thu 2/19/26
25	City Review & Mylars	1 wk	Fri 2/20/26	Thu 2/26/26
26	**Bid Period**	**51 days**	**Fri 8/7/26**	**Fri 10/16/26**
27	Bid Period	4 wks	Fri 8/7/26	Thu 9/3/26
28	Bid Opening	1 day	Fri 9/4/26	Fri 9/4/26
29	Construction Contract Award	6 wks	Mon 9/7/26	Fri 10/16/26
30	**Construction**	**191 days**	**Mon 10/19/26**	**Mon 7/12/27**
31	Bonding	10 days	Mon 10/19/26	Fri 10/30/26
32	Notice to Proceed	1 day	Mon 11/2/26	Mon 11/2/26
33	Construction	180 days	Tue 11/3/26	Mon 7/12/27



Coastland | DCCM

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.

Coastland | DCCM

April 30, 2025

Chris Balanesi, Assistant Civil Engineer
City of Santa Rosa
Transportation & Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Subject: Proposal to Provide Engineering Design Services for the McMinn Avenue and Hughes Avenue Sewer, Water and Storm Drain Capital Improvement Project – City Design Terms

Dear Chris:

We acknowledge the "City of Santa Rosa Design Terms for Capital Improvement Projects" that was included in the RFP for this project which describes the scope of services to be provided. Coastland reviewed and accounted for these design terms as part of our proposed design efforts. We understand these design terms are part of the scope of services and will be included as part of the contract agreement with the City.

We thank you for this opportunity and look forward to working with the City. Please let us know if you have any further questions or need any additional information.

Sincerely,
Coastland Civil Engineering, LLP

Steve Van Saun, PE
Principal | Director of Engineering

Heidi Utterback, PE
Principal | Engineering Services Manager

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

www.coastland.dccm.com

City of Santa Rosa
Design Services Terms for
Capital Improvement Projects

Consultant shall:

I. Deliverables

1. Provide design memo summarizing project information such as environmental concerns, required right of way, water quality impacts, any non-standard conditions, and modification of City's pre-design information.

2. Provide a 40% submittal that includes: 8 sets of project plans on 22" x 34" white bond paper (typical 40, 75, 90 submittals), electronic draft Drainage Report, electronic preliminary Storm Water Low Impact Development Submittal (SWLIDS) Report, and 3 copies of the preliminary engineer's estimate created using the City supplied Microsoft (MS) Excel spreadsheet template. The primary scale of the drawings shall be 1 inch = 20 feet unless otherwise approved by the City. Show the plan-view alignment on the topo. Identify utility conflicts. Determine the right of way needs, and indicate the status of environmental permits.

3. Provide a 75% submittal that includes: 8 sets of project plans, 3 copies of draft Technical Specifications (based on City's MS Word "boilerplate" templates), updated electronic copy of the draft Drainage Report, updated electronic copy of the preliminary SWLIDS Report, and 3 updated engineer's estimates. Incorporate 40% review comments in project plans. Send copies of project plans to utility companies for their review.

4. Provide a 90% submittal that includes: 8 sets of project plans, 3 copies of 90% Technical Specifications, proposed edits to "front end" general specifications, electronic draft Drainage Report, updated electronic copy of the preliminary SWLIDS Report, and 3 copies of updated engineer's estimate. Incorporate all remaining comments into the project plans and technical specifications.

5. Provide a 100% submittal that includes: final stamped and signed mylar project plans, final Technical Specifications in electronic MS Word format, stamped and signed Technical Specifications cover sheet in PDF format (City provides MS Word format cover sheet template), stamped and signed electronic PDF format of the Final Drainage Report, stamped and signed electronic PDF format of the Final SWLIDS Report, an itemized Bid Sheet (MS Excel format), and proposed edits to "front end" general specifications. Final project plans shall be on archival quality white mylars (durable, dimensionally stable polyester) that are 22" x 34" and made with archival quality permanent ink that does not smear even if wet. Pencil originals and sticky backs are not acceptable.

6. Provide final approved project plans in electronic AutoCAD format, and all related files in MS Word, MS Excel, and PDF formats as appropriate.

7. Complete Consultant/City evaluations upon completion of project.

II. Software

1. Prepare project plans using Autodesk AutoCAD Civil 3D 2013 to 2018. Obtain prior written approval from the City's project manager to use a different product version of AutoCAD. Provide final approved electronic project plans to the City in AutoCAD (*.dwg) format and all related files via zip file, hosting program, or usb flash drive with instructions to the City regarding how to access and use the files and the interrelationships among them. These instructions shall include a list describing what is contained in each drawing (.dwg) file.

2. Prepare most other documents using Microsoft (MS) Word and Excel 2007 or more recent versions.

III. Plans

1. Submit project plans that conform to the City's drafting standards manual and contain the original unedited topographic and control layers along with the design layers. Coordinates shall be based on City's coordinate system. Consultant shall use the same coordinates provided in the topographic survey and shall not modify any value.

2. Utilize the City established plan, profile, and cover sheet templates in AutoCAD. Each plan and/or profile sheet submitted by Consultant shall include the following:

   A. Location and coordinates of control points, point number, elevation and description.
   B. Graphic scale.
   C. North arrow.
   D. Mapping showing streets (edge of pavement, face of curb).
   E. Elevations of all existing features, structures, or utilities.
   F. Match lines with appropriate sheet numbers.

3. Use City established title blocks and layer convention.

4. Indicate the plan completion percentage (40%/75%/90%) near the project title area of the border on sheet one of the plans.

IV. Special Provisions/Technical Specifications

1. Prepare Technical Specifications of the Special Provisions utilizing the City CIP supplied "boilerplate" templates. Modify only as necessary. All changes shall be highlighted by developing the technical specifications with MS Word "track changes" activated, or through a similar process.

2. Review 'front end' general specifications of the special provisions (white pages), Sections 1-9 (to be provided by City), especially Order of Work, Number of Working Days, and Liquidated Damages. Consultant shall propose changes to Sections 1-9 as necessary. However, the changes to Sections 1-9 shall be made by City Staff only.

3. Verify that all items in the engineer's estimate are covered in the special provisions and that it is clear how all work is paid for. List items in the same order and with the same title as on the special provisions. Do not add headers or footers to the technical specifications.

4. Stamp and sign final Technical Specifications cover page (utilizing the City supplied template) and submit to City in PDF format. Provide camera-ready final approved technical specifications in Microsoft Word format to City via email and/or on CD, DVD, or other format designated by City.

5. Include Order of Work or any other process-related provisions, as required.

6. Include any required environmental permits, applicable regulations, and mitigation monitoring requirements in the special provisions.

7. Identify any supplementary reports used for design and indicate they are available for contractor viewing during bidding. Also indicate that such reports are not part of the contract.

8. Include any project specific provisions relating to the public outreach process in the special provisions.

9. Verify that the project plans and special provisions reference the same project name.

V. Design information for Pipeline Improvements

The following shall not be construed as all inclusive. It is the responsibility of the consultant design engineer in responsible charge of the project to adhere to local standards of care and commonly accepted design principles.

1. City will provide Consultant with water, sewer, and storm drain base maps, available record plans for existing water, sewer, and storm system, as well as underground utility base maps from Pacific Gas & Electric, Comcast, and ATT. Utility base maps are schematic and should not be used for determining locations of existing underground utilities. After reviewing maps, advise City where utility markout requests should be made to PG&E, Comcast, and ATT before proceeding with design.

2. Detail project plans sufficiently with enough survey information so that the project can be completed from the project plans. The project plans should stand alone, without the need for additional information.

3. "X-Ref" the topographic survey into the design drawing.

4. Show survey control points and their coordinates on the project plans.

5. Show centerline or control line stations and coordinates at all beginning and ending points, BCs, PRCs, ECs, angle points, and tees (when control line is the pipeline alignment). Table format is acceptable.

6. Include curve data for each curve: (delta, radius & length) and tangent data: (bearing and length).

7. Show enough information on the project plans so that the centerline (or control line) is locatable in the field from the information on the plans. This can be accomplished in several ways:
    1. Show coordinates of entire centerline. A table showing BCs, PIs, ECs, etc. is the preferred format, or;
    2. Show ties to existing monuments at beginning and ending of centerline or control line, or;
    3. Show coordinates and basis of bearings at beginning and end of centerline or control line.

8. Reference the locations of improvements on the project plans using one of three acceptable methods:
    1. Where a single pipeline, such as a sewer, water, or storm drain is to be installed Consultant may show station runs along the alignment of the pipeline. Alignment shall contain all information listed under Items 5 & 6 of this section.
    2. Where multiple improvements (sewer, water, storm drain, curb and gutter, etc.) are to be referenced by station and offset to a single centerline or a control line, all centerline information listed under Items 5 & 6 of this section shall be shown on the plans. If project includes reconstruction of the roadway structural section position centerline at appropriate location to establish the street crown line.
    3. Coordinates - This method uses coordinates to locate and control the layout of all planned improvements. All BCs, PIs, PRCs, ECs, angle points, beginnings, endings, etc. of all improvements are indicated individually on each plan sheet or listed in a table.

9. Include striping information in the project plans. Separate plan sheets may be used if necessary.
    1. Striping plans are used by the survey crew to lay out the location of the new striping on the pavement. The striping shall be able to be located and laid out from the information on the plans alone. This information shall be presented on the plans so that it can be located and laid out in the field using only a pocket tape and a rag tape.

    2. Show lane widths, lengths or turn pockets and tapers, lengths to transition points, angle points,

BCs and ECs on the plans. Lengths can be referenced to cross walks, stop bars, curb returns, angle points in the curb and gutter or other easily identifiable features.

10. Locate and accurately depict (including drawing to scale) all underground utilities on the project plans.

11. Potholing to be completed during design phase to confirm potential utility conflicts. Notify & coordinate City on appropriate pothole locations, if any, to confirm clearances. In-design pothole locations and data shall be clearly shown on the existing utilities.

12. Show utilities in profile in relationship to cover material, with grade changes or drop structures necessary to clear conflicts. Water valve data may be helpful. Existing utilities shown on profiles where the elevation wasn't confirmed in-design with potholing and within two feet of a proposed utility shall clearly be noted on the plans as drafted at an assumed elevation.

13. Offset alignments for replacement water mains from existing water mains a minimum of four feet in order to maintain water service during construction.

14. Complete the profile and details after the City approves the alignment.

15. Verify sewer and water service to each address. Sewer and water service laterals cannot traverse through Low Impact Development (LID) features.

16. Check water service and sewer lateral locations for conflicts with trees or other obstructions. Sewer and water service laterals cannot traverse through Low Impact Development (LID) features.

17. Show all plugged wyes on existing sewer mains. If the TV logs indicate that a wye is plugged, do NOT draw a lateral in its place.

18. Include "in" or "out" in invert grade callouts (e.g. INV 6" IN = 175.25', INV 8" OUT = 175.15'). Please use N/S/E/W references for secondary clarification only.

19. Include an item in the technical specifications and the estimate for Leaded Joint Removal. Where leaded joints are encountered during excavation of existing water mains (such as during tie-in operations) the excavation will be modified so as to remove the leaded joint. Section 4-1.03B of the Standard Specifications should be explicitly excluded from contract language for this item.

20. Assess the potential for rocky soil conditions and advise the City as to the need for geotechnical borings during design.

21. Evaluate potential curb & gutter, sidewalk, and valley gutter replacement needs. If areas of potential replacement are significantly greater than would normally be required for completion of the utility work, the City may elect to include additional replacement of these features in the construction contract.

22. Show pavement rehabilitation details on project plans per City Materials Engineering input.

23. Provide centerline profile and structural cross-sections at maximum 50' intervals along the project limits for projects that include a roadway construction or reconstruction component.

24. Projects that include curb ramp improvements, at a minimum, shall show station and design grades at all Conforms, BCs, ECs, PRCs, Grade Breaks and Centerline of Pedestrian Ramp(s). Include curve data for each curve: (delta, radius & length).

25. Design pedestrian ramps adjacent to areas to be paved as part of the project where they do not currently exist.

26. All pedestrian ramps shall be directional ramps. Design Exception Memorandums are required where directional ramps are not feasible.

VI. Construction Contract Assistance

1. Promptly respond to questions, inquiries, and correspondences concerning the project until the Notice of Completion is filed. Display Consultant's name and telephone number on the project plans and in the special provisions. Answer all questions and resolve problems regarding the design of the project. Prepare and make City Council presentations when required. Prepare any necessary addenda to the Special provisions. Assist City in obtaining approval of the addenda. Prepare the final Engineer's estimate. Attend a pre-bid conference for the prospective bidders at City facilities or at the project site. Coordinate with the City's construction management team to solve field-related problems.

The following options will be included in Consultant's proposal, as directed by City.

VII. Environmental

1. Assist City with preparation of the required State and/or Federal environmental documents and processing including, but not limited to, meetings, exhibits, studies, and postings. Obtain permits necessary for construction of the project. Any provisions relating to environmental permits, regulations, and mitigation requirements shall be included in the project special provisions.

2. Determine if any permits are required for project construction such as from the Army Corps of Engineers, The California Department of Fish and Game, and the RWQCB. Initiate permit process as soon as possible.

3. Provide final Initial Study and Mitigated Negative Declaration CEQA Documentation.

4. Provide limited Phase I Environmental Site Assessment (ESA), review meeting(s), and final report including recommendations for disposal of project excavated soil.

5. Develop safety and disposal plans for excavated contaminated soil in accordance with any applicable permit requirements.

6. City will investigate underground contamination and obtain a one-time discharge permit from the City's Environmental Compliance Section of the Water Department.

VIII. Plan Coordination and Research

1. Coordinate with and obtain approval from all affected local agencies and companies, including but not limited to the City Departments of Community Development, Transportation and Public Works, Water, Sonoma County Water Agency, Sonoma County Road Department, California Regional Water Quality Control Board, Pacific Gas and Electric Company, Comcast, and AT&T. Coordination shall include preparation and processing of all correspondences, check prints, forms, applications, permits, diagrams, viewfoils, and any other necessary items as determined by the City Engineer. This coordination shall continue until the project plans are approved by the City. The Consultant shall also be responsible for assisting the City in obtaining review and approval from any affected County, State, and Federal agencies. This assistance shall include but not be limited to applying for public funds and supplying check prints of project plans, special provisions, estimates, and right of way plats and descriptions as directed by the City. Copies of all correspondence shall be transmitted to the City.

IX. Storm Water Pollution Prevention Plan (SWPPP)

1. Provide a SWPPP prepared by a Qualified SWPPP Developer QSD.

   For reference:
   a. A copy of the City's Storm Water Permit (California Water Quality Control Board, North Coast Region Order No. R1-2015-0030, National Pollutant Discharge Elimination System Municipal Storm Water Permit) is available for review at www.srcity.org/stormwaterpermit.
   a. A copy of The California Stormwater Quality Association Storm Water BMP Handbook for Construction (CASQA Handbook) can be downloaded from CASQA, http://www.casqa.org.

Provide Storm Water Low Impact Development (SWLID) project compliance, including but not limited to completing SWLID worksheet, developing strategies for treatment and capture compliance, SWLID report and companion map products, and final design.

A010139-2016-33 McMinn Ave and Hughes Ave Sewer, Water and Storm Drain Improvements

Final Audit Report 2025-05-06

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A010139-2016-33 McMinn Ave and Hughes Ave Sewer, Water and Storm Drain Improvements

Final Audit Report 2025-05-08

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