

CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010146-2016-10

PROJECT NAME: CM AND INSPECTION FOR PACIFIC AVENUE RECONSTRUCTION-
HUMBOLDT STREET TO MONTECITO AVENUE

CITY PROJECT MANAGER: LISA WELSH
CONSULTANT PROJECT MANAGER: LIZ ELLIS

SCOPE OF SERVICE: See Consultant's Scope of Services/Proposal for Services and Fee Schedule dated
May 8, 2019, attached as Exhibit B-1.

START DATE: MARCH 2020 COMPLETION DATE: DECEMBER 2021

CHARGE NUMBER FOR PAYMENT: 17341 75% \$328,950.00
55713 25% \$109,650.00

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: \$438,600.00

310

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 Green Valley Consulting Engineers, Agreement No. A010146," 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: [Signature]
JASON NUTT
Assistant City Manager

Date: 3/31/20

GREEN VALLEY CONSULTING ENGINEERS,
A California corporation

By: [Signature]
Name: Liz Ellis
Title: President

Date: 2/28/2020

By: [Signature]
Name: Sandy Seekins
Title: Secretary

Date: 2/28/2020

APPROVED AS TO FORM:

By: [Signature] ACA 3/24/2020
Santa Rosa City Attorney's Office

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



Restoring Yesterday...Creating Tomorrow

May 8, 2019

Ms. Lisa Welsh
City of Santa Rosa
Transportation and Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Re: Construction Management and Inspection Proposal for Pacific Avenue Reconstruction – Humboldt Street to Montecito Avenue Project (Project)

Dear Lisa:

“Responsiveness, Cost Effectiveness and Experience...”

Green Valley will bring these three concepts to the City of Santa Rosa when we provide construction management and inspection on the Pacific Avenue Project. By working in partnership with the City, and selected designer we can provide the assurance to the adjacent residents/businesses that they will be well taken care of during this critical and long awaited infrastructure improvement project and all impacts will be minimized as feasible, while at same time ensuring the final product meets the goals that the City has set for this significant paving rehabilitation project.

- **Cost-Efficient and Timely Service.** We understand the importance of the Project being completed in a timely manner to minimize impacts on the surrounding businesses and residents. We have a thorough understanding of the City’s standards and would like the opportunity to show that we can put this knowledge to use on this challenging project. We believe that we can offer significant cost savings to the City by our experience on similar paving projects and, more importantly, extensive lessons learned from working in high-traffic volume settings where there is no room for error due to significant safety protocols that must be met. Our CM will stay on top of the schedule and require “look aheads” at all time for ordering supplies, coordinating with other utility agencies and public notifications and outreach.
- **Experience and Attention to Detail.** Green Valley’s proposed team has provided similar services to many other municipalities, thus giving us the experience to bring the City the right approach and most appropriate qualifications for this particular project. We have an in-depth working knowledge of Caltrans construction administration and inspection procedures, which is an excellent way to monitor this challenging assignment. The schedule and public outreach are the two most critical items that will allow transparency with the adjacent residents and businesses.



municipal engineering
civil engineering
construction management
land surveying

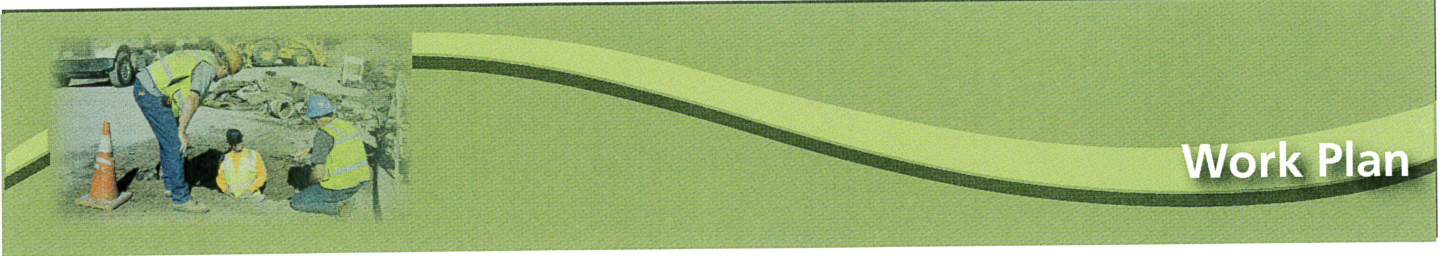
Restoring Yesterday...Creating Tomorrow

- **Team.** Tom Gorman, our subconsultant via Kennedy-Jenks will act as Construction Manager for the Project and the choice of inspectors allows the City an A team combination with Sean Lawson, Eugene McGloin, Wayne Allen and Charlie Williamson. We have other excellent candidates as well that we can offer, including Dean Silverlock. It is important to note that there is no mark-up on our subconsultant fees AND EVEN MORE – Liz, Tom, Sean and other team members are all LITERALLY minutes away. We truly are LOCAL and literally in the neighborhood – making our team as vested in a successful outcome as the residents and businesses!

We are very excited at being given the opportunity to offer Construction Management and Inspection services to the City and take no exceptions to procedures outlined in the RFP. If you require additional information, do not hesitate to contact me at 707. 579.0388 or lizellis@gvalley.com

Regards:

Liz Ellis, P.E
C050830



WORK PLAN

The Pacific Avenue Reconstruction from Humboldt Street to Montecito Avenue will reconstruct this significant east-west corridor located on the East side of Santa Rosa. The street empties directly into Santa Rosa Junior College at Mendocino Avenue, just west of Humboldt Street and experiences significant traffic volumes pretty much all day into early evening hours. In addition to pavement reconstruction, all the curb ramps will be reconstructed and brought to current ADA standards – estimated to be over 30 ramps and there will be sewer, water and storm drain system upgrades, in addition to modifications to the traffic signal systems at various intersections.

The project limits will span 11 intersections, with many of the intersecting streets also carrying heavy traffic loads, such as North Street. Intersections will require new advance detection loops and video detection cameras for the four (4) signalized intersections (Humboldt, North, McDonald and Brydan/Montecito).

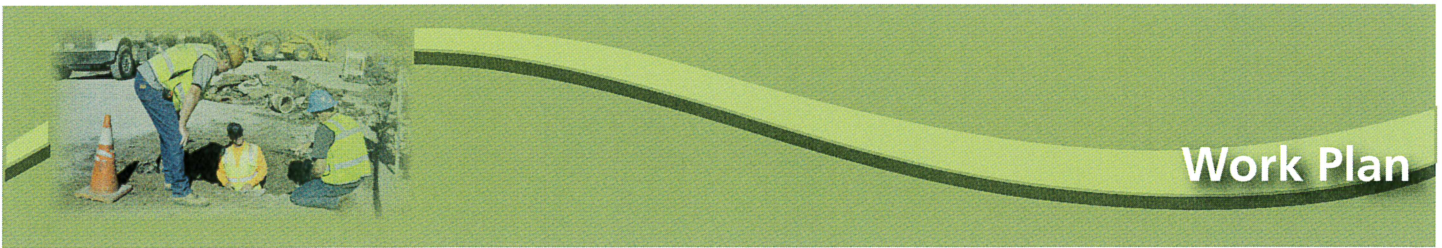


Critical Issues

- Inspector experience with traffic signals and video detection systems
- Traffic control for this main thoroughfare which leads Mendocino Ave
- Identification of dig-outs prior to reconstruction
- Working with City on robust Public Outreach
- Potholing of gas laterals prior to AC excavation
- Establish a recycling system for pavement materials
- Noise and dust control during Construction
- Ensure critical underground facilities are located and protected throughout the entire

Major work elements include the following:

- Demolition and reconstruction of existing roadway with deep lift AC section
- Dig-out and stabilization sections
- Construction of new sidewalk and ADA compliant curb ramps
- Installation of new and modifications to existing storm drain systems
- Installation of new sewer main and manholes and laterals



Work Plan

- Installation of new water services and appurtenances (valves, fire hydrants)
- Installation of new Aldis detection camera system at signalized intersections
- Improvements at signalized intersections to detector loops
- New signage and striping

The work is located in a mix of residential and business with the most significant being directly adjacent to busy Pacific Market on one end, and SRJC on the other end, as well as high density apartments and single family residential homes. There are a number of City owned Parks that will have cross-traffic on Pacific Avenue for all the access of young families and children to the Parks. The location and nature of the work will require a very experienced CM team to manage the public outreach and notifications as well as ensuring conformance to the traffic control plans and working order that will be expected from the Contractor at Project start-up.



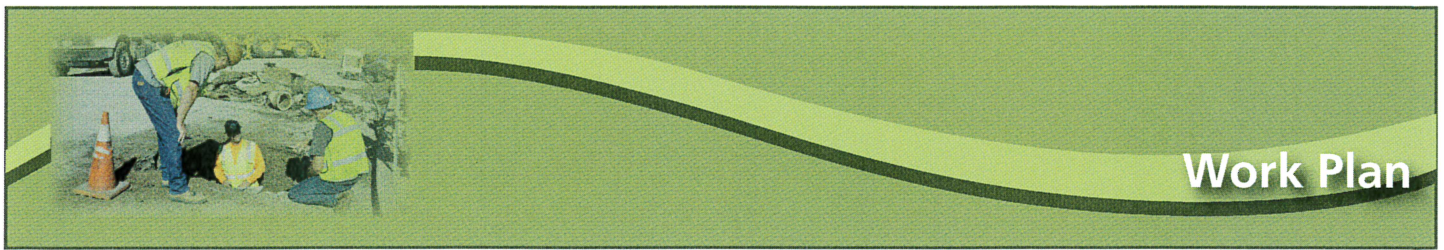
Our team has spent a significant amount of time reviewing the project plans – which we understand are still in the design/development

stage, as well as walking the project limits and have noted a number of concerns and items that should be monitored during construction. Of particular note is that given the significance of project scope, the residents will quickly become “exhausted” with on-going construction noise, disruption, etc. It is something we are experienced with and understand – it requires patience on the part of everyone, and understanding of our team that people may be experiencing “construction fatigue”!

Critical to the fast pace of this Project is the construction operation associated with the dig-outs. There will be a large number of these once detailed on the plans, and it is anticipated that these will need to be re-marked in the field before work can begin.

Key items that our team will be aware of and have the experience to address during construction include:

- Experience with Deep lift paving projects – our team of Sean and Tom have recently completed the IDENTICAL operation on even more significant RP Expressway and East Cotati Avenue! Experience with this type of paving operation is essential as there are a number of issues that can arise that require fast resolve by the CM to keep the process moving forward
- Heavy vehicular and pedestrian traffic volumes on key City streets and the direct proximity to a number of businesses, including SRJC, which operates virtually round the clock between day and evening students and truck traffic loading and unloading “after hours”



Work Plan

- Significant number of parked cars on side streets that will need to be managed during paving operations via public outreach – parking appears to be an issue in the neighborhoods
- Extensive public outreach and on-going notifications of Contractors work during construction
- Experience with full depth AC paving – which has a unique set of parameters to be monitored during construction to ensure success – including awareness of utilities such as gas laterals that might be exposed during the excavation process
- Awareness of underground gas mains within the work zone – some of which may be shallow
- Pedestrian safety as there is significant foot traffic in the work zone

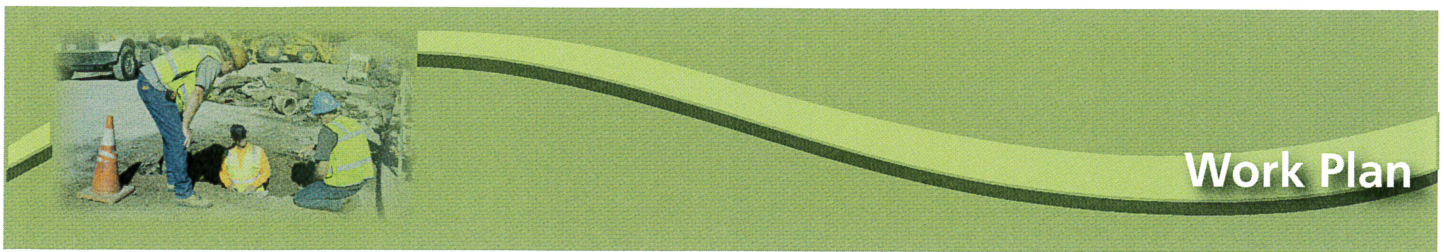
The project is estimated for 200 working days which will require adherence to the published schedule from Contractor due to the amount and level of work that is specified, especially with the traffic control that will need to be accommodated, which slows up a Contractor. To meet this aggressive schedule, it is anticipated that the Contractor will need to work long days when laying asphalt, and we will work closely with the residents and businesses so they understand that this would be the preferred way to proceed, if approved by the City.

A very active and dynamic public outreach program will be required for the success of the Project and this is where the Green Valley team excels! All of our inspectors have worked with Tom Gorman, proposed CM, on projects with extensive public

interaction and know the critical nature that communication plays to ensure a project runs smoothly. Our office staff works seamlessly with our inspectors to generate mailing lists and prepare letters and notices as needed to assist in the Public outreach. We are able to assist the City in taking the lead in drafting written communications that the City will review before disseminating to the media and public as the CM team handles the day to day contacts in the field.



Key to the successful completion of this particular project from a CM perspective will be the minimizing of impacts to the immediate properties during construction. Pedestrian safety will be critical at all times, especially with the proximity to SRJC, apartment buildings and local elementary schools that utilize this route. In addition there is the Pacific Market Shopping Center that will also have an impact on staging and traffic control. It will be critical to coordinate the Contractor's work and staging of his work such that adequate safety measures are implemented during off-hours and that the Contractor mobilizes and efficiently performs work in order to complete the scope necessary within 200 working days. Our



Work Plan

team is well experienced with working on both high visibility pedestrian and vehicular volume neighborhoods.

The project is tentatively scheduled to commence in Spring 2020 and go thru Spring 2021 which will allow for winter shutdown as well as closing during peak times that the JC is in session. To keep the schedule moving forward the City needs an experienced team that can spot problems and potential issues and more importantly, head them off BEFORE they impact the Contractor's work. This only comes with a team that works well together, has experience in similar settings and experience with City and Caltrans standards. It will be critical to coordinate the Contractor's work and staging of his work such that adequate safety measures are implemented during off-hours.

Our team will conduct weekly meetings, during which many issues such as working hours, staging, impacts to specific residents and neighbors and pedestrian safety and proposed changes to work will be resolved before they become unsafe or lead to costly change orders. We will meet with City's Engineer and the Contractor as specified. ***This is a complete pavement rehab in the center of a neighborhood and very busy commute center!***

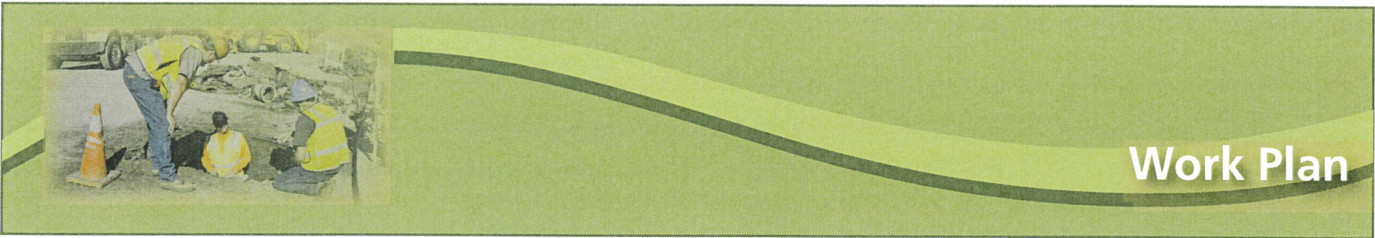
From the onset of the project, Green Valley will work with the Contractor to identify unknown facilities, such as the existing traffic signal interconnect. Additionally, since public notifications are limited to messages written on Changeable Message Signs (CMS), our team will work with the contractor to identify placement, which is high visibility, while not affecting pedestrian traffic.

The development and implementation of a suitable traffic control plan is critical for this project. Since the work is occurring on a major thoroughfare, a well implemented traffic control plan will reduce traffic delays and increase safety for the traveling public and contractors' forces. A contingency plan will be developed in case the contractor is delayed during normal operations.



All of our proposed team is very experienced with City & Cal Trans standards and believe we can offer excellent value to the City on this assignment. The Project will likely include both day and night work, which can be easily handled by our team. Similar to the inspection work for the night paving on Stony Point Road, Green Valley can provide the manpower to inspect even the longest paving operations.

The materials testing associated with the trench work and construction staking will be performed by and coordinated with City staff. Courteous, prompt and timely notifications to both the immediate and nearby residents will be a requirement, as well as regular and consistent communication with the City staff on the progress of the Project. We will be work closely with the City's designated project manager for any RFI's that

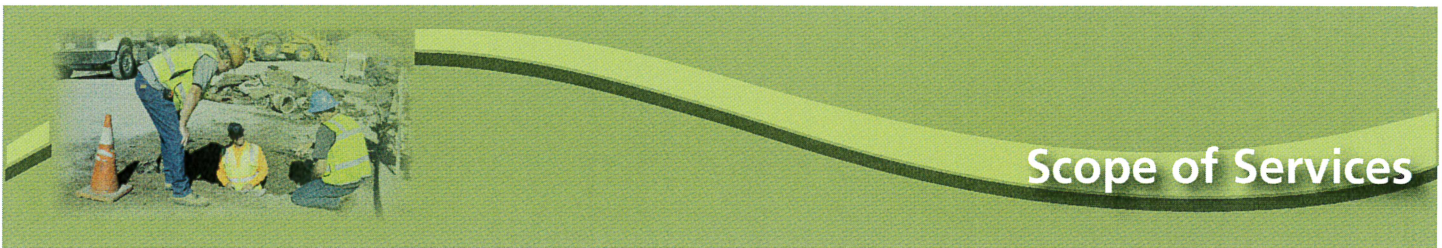


come up and will be responsible for coordination with the utility companies on any unforeseen relocation or adjustment of their facilities, including adjusting lids to grades within the curb ramp work.

PROJECT SCHEDULE

We have prepared a project schedule that follows showing an approximate method that the Contractor may take to perform the work within the 140 working days specified in Contract documents. We are able to staff the Project and complete the work within the published working period.

		Full Depth Reclamation	Cold-In-Place Recycle	Grind & Overlay	Digout Repairs	Lime/Cement Treated Base	Deep Lift	Paving Over New Structural Section
Rohnert Park Expressway Rehabilitation Phase 1 & 2				✓	✓			
City of Cotati - 2018 Street Construction & Improvements Project	✓			✓	✓	✓		
Brookfield Homes Rohnert Park Expressway Widening						✓	✓	✓
Town of Windsor Jaguar Way Improvement Project				✓	✓			✓
Various City of Santa Rosa Sewer & Water Improvement Projects				✓	✓		✓	✓
Stony Point Road Reconstruction Phase 2				✓	✓		✓	✓
City of Fort Bragg - Downtown Streetscape			✓	✓				
City of Rohnert Park Business Park Dr. & Labath Ave.				✓			✓	
Town of Windsor - Oak Creek Paving Project				✓	✓			



Scope of Services

SCOPE OF SERVICES

The following scope of services complements the outlined role of an inspection team defined in the publication issued by the APWA "Management of Public Works Construction Projects" and is not intended to replace, or repeat, that document. In addition, the City of Santa Rosa has developed a strong standard of care thru the years that our team has learned and meets on every assignment. Our services will include the coordination between the Contractor and the City's Survey section and Materials Testing Lab for the needed construction staking and materials testing.

Task No 1 - Pre-Construction Meeting & Photos

Pre-construction services will include logistics, coordination, and pre-construction meeting with the Contractor, City, utility companies, City Fire & Police, special inspectors, and any other project stake holders that the City would like to invite. Prior to the pre-construction conference Green Valley will review the contract documents for relevant discussion points such as pedestrian and public safety, tree and landscape protection, traffic control concerns, paving scheduling, contingency plans for issues for returning lanes to travelling public.

The meeting will provide the project team members the opportunity to convey their agendas and concerns. We will discuss project safety and schedule and establish a public relations program to be implemented by the Contractor and our team for notification to local residents and businesses as well as to address the general public's questions

Project "Hot" Buttons

- Inspectors with Traffic Signal Experience
- Long Days During Paving Operations
- Dynamic Traffic Control Plan
- Tracking dig-out quantities for payment
- Shallow gas main conflicts
- Trucking haul routes and staging
- Noise and dust control confined to published hours

and concerns. Pre-construction services that Green Valley will provide include:

- Produce pre-construction conference invitations, agenda items, and meeting minutes. Agenda items include lines of communication, public relations, pedestrian and site safety, submittals, change procedures, payments, progress schedules, contract time, requests for information, and other applicable items including that of minimizing impacts to the neighborhood during construction
- Pre-construction digital photos and video of the project site with particular emphasis on surrounding pavement to hold contractor responsible for any pavement damage.
- Set up the project files in accordance with the City's standard formats for administration.
- Develop and distribute a project submittal log and discuss "order of work" requirements

Task No. 2- Submittal Management

At the pre-construction conference we will provide the Contractor with a submittal log of the required submittals and due dates that will keep the project on schedule. Submittals will be stamped, logged and reviewed by the CM and Project Manager for conformance with the contract documents. When appropriate, submittals will be forwarded to the City's designated representative(s) for review and final approval to ensure conformance with the design intent. Submittals associated with the materials will be sent to the City Materials lab for review and comment. Once submittals are approved they will be distributed to the City, Contractor, and Green Valley Construction Inspector.

We will generate and update a submittal log and track the status of time lines, approvals, re-submittals and "ball in court" status at various times during the review process. Submittals will be subsequently filed by submittal number.

Task No. 3 - Schedule Management

Green Valley receives the initial construction schedule from the Contractor, it will be reviewed for accuracy and reasonableness. We will verify that it meets order of work, and contract requirements in the Special Provisions. Progress schedules will be reviewed weekly to ensure the Contractor is meeting the critical dates. If the Contractor fails to meet critical dates, we will immediately address this and provide solutions to get back on schedule. Schedule updates may be required once a month or more often. Weekly Statements of Working Days will be issued with care determining the "Controlling Item of Work". We will facilitate

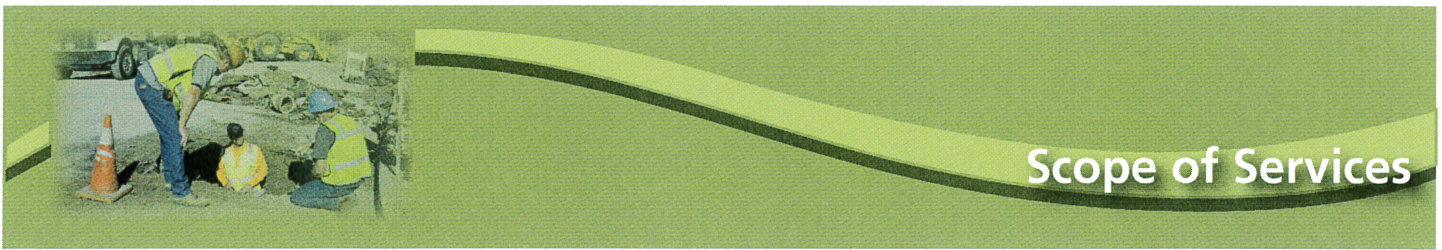
negotiation of any time extensions for the Contractor due to change orders, weather, or other delays. We may also maintain an as-built progress schedule.

Managing the Contractor's schedule is mandatory on this assignment due to the location and need to expedite the project progress to minimize impacts to the travelling public.



Task No. 4 – Daily Field Inspection & Documentation

Green Valley's inspector will provide daily, on-site inspections of the construction activities to ensure that the Contractor's work conforms to the contract documents and the City of Santa Rosa Design and Construction Standards. The on-site inspector will provide documentation of the work on daily inspection reports. The inspection reports include documentation of construction activities, proposed change orders and notice of potential claims, critical conversations, safety issues and accidents, extra work in progress, materials testing performed, information for "as-built" drawings, quantities for progress payments, environmental concerns, and visitors to the project site. Daily



Scope of Services

inspection reports will be submitted to the City on a weekly basis for the previous week's work by Noon on Monday. Green Valley will also document the work in progress with digital photos and video. Photos and videos will be submitted to the City on a monthly basis. Other important tasks of the on-site inspector include public relations, safety, and keeping the CM/City informed of work progress.

Green Valley will monitor the Contractor for compliance with any permits and the contract documents. We will recommend a course of action to the City if required measures are not met by the Contractor.

Task No. 5 - Requests for Information (RFI)

The Contractor will be required to submit all Requests for Information (RFI) in writing. Green Valley's Construction Manager will generate an RFI form that has the request or question on top and the Construction Manager's answer on the bottom. There will be some cases where the Construction Manager will need to consult with the City representative and designer. The CM will ensure that the Contractor receives a timely response – 2 days maximum. If the RFI results in a change order, it is linked into the change order log. The Construction Manager will generate an RFI log that lists the "Ball-in-court", status, description, and if the RFI results in a potential change order. It should be noted that most questions or issues can be resolved at the progress meetings.

Task No. 6 – Construction Management

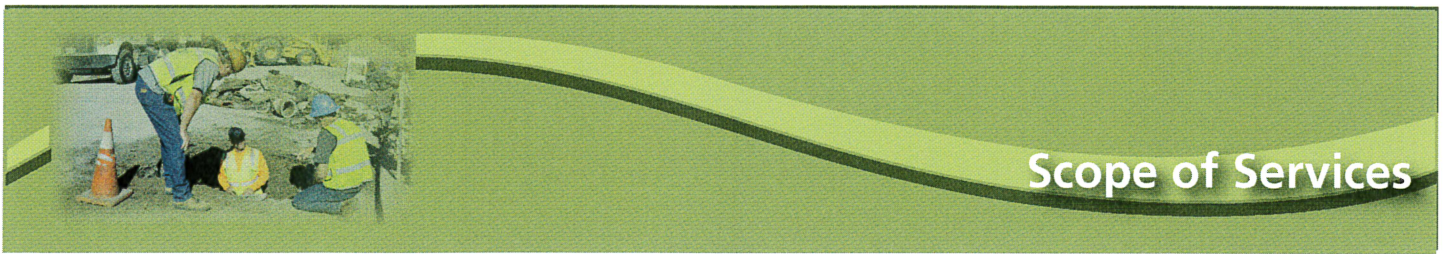
The Construction Manager team will take responsibility for the oversight of the Project

and ensure that the construction and contract administration is performed in compliance with the project plans and specifications. They will be responsible for the following items, at a minimum:

- Project progress
- Progress meeting facilitation
- Weekly and monthly inspection and management summary reports
- Monthly Pay Requests
- Collecting and qualifying required payroll certifications

Task No. 7 - Change Order Management

In addition to reviewing the bid documents and field conditions, our Construction Manager will use RFI Logs, Field Directive Logs, Potential Change Order Logs, meeting minutes, and discussions with City representatives, to determine if a Change Order (CO) is warranted. If a change order is warranted, our Construction Manager will facilitate negotiations between the Contractor and the City to produce the best construction method at the lowest cost. If a change order requires input from the design engineer, our Construction Manager will coordinate to ensure it is reviewed. The Construction Manager will also determine if added contract time is warranted as a result of the change order. The change order format will follow City standards, with the appropriate City, Contractor and Green Valley signature lines. A Change Order Log is created that shows Change Order number, description, status, approved date, start and completion dates and cost.



Scope of Services

Task No. 8 - Payment Management

The Construction Manager will request a breakdown of lump sum bid items from the Contractor if required by the contract specifications. The Construction Manager will check if there are maximum bid amounts for certain lump sum items and the requirements regarding payment for materials on hand. Green Valley's inspector will field measure and record quantities of work and materials and change order pay records and turn in to the Construction Manager. On a monthly basis, Green Valley will check quantities and prepare and process payment recommendations to the City using City approved formats and submit hardcopies for approval.

Task No. 9 - Progress Meetings

Green Valley will conduct utility coordination meetings (as required) and weekly progress meetings including the preparation of invitations, agenda and minutes. The progress meetings will include discussions of progress schedules, delays to the work, changes, pay estimates, public relations, safety, landscape protection measures, submittals, RFI's and other critical issues. We will always work to foster honest, open communication at these weekly meetings which helps in timely resolution of any disputes and/or potential claims.

Task No. 10 – Public Relations & Notifications

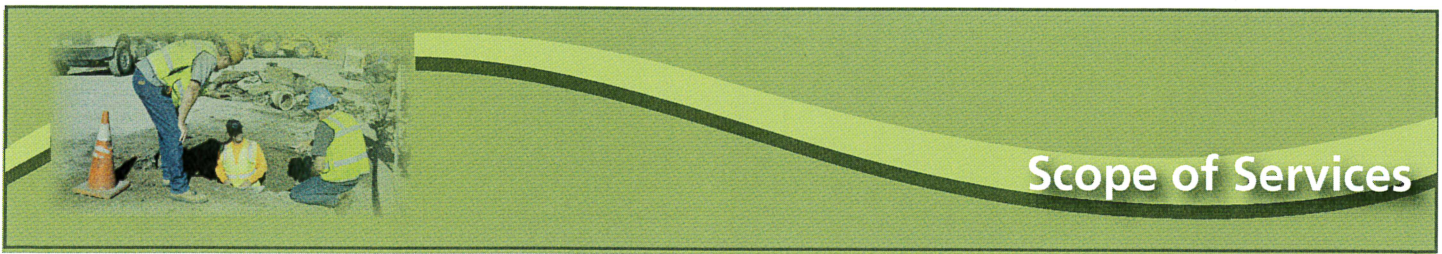
An approved upon Public Relations (PR) program should be implemented at the start of the project that outlines the roles and responsibilities of the various team members. A successful PR program will address the various questions and concerns of both the adjacent residential and businesses as

well as keeping public officials and stakeholders apprised of key project construction details throughout the life of the project. Services will be a combination of the following:

- Prepare and distribute public notification to Police and Fire via the designated Public Safety representative(s), United States Post Office, Waste Management company, local Schools, Transit companies and others as required;
- Prepare information for press releases as required;
- Log and respond to any complaints in a timely manner;
- Record the Contractor's activities as they relate to public safety, public convenience, and to ensure that the Contractor provides the required notifications.

We feel it would be the interest of everyone that the immediate project limits be walked at the start of the assignment with a door to door "meet and greet" of City representative and our CM/ Inspection team. We would review key schedule milestones, impacts to individual yards and to leave contact numbers in case of emergencies, concerns,





Scope of Services

etc. While this may take time up front we believe it will pay off during the construction period.

Task No. 11 - Reporting

All communication will again comply with the City's issued guidelines. Communication, both verbal and written will be critical to the success of this Project, starting with internal communications between the City staff and the Green Valley team. It is critical the City's designated Project Manager always be informed of any items relating to public outreach and public relations, progress of the work and the budget. We are committed to this process and will document all construction issues with the following reports:

- Progress Meeting Minutes
- Daily email update of the day's progress and issues (upon request)
- Weekly summary of daily inspection dairies with photos
- Weekly statement of working days
- Weekly Construction Summary (if desired)
- Monthly Status Report
- Status of construction on a weekly basis in format to allow posting to the City's website

The Monthly Status Report will provide the City with information on construction activities for the month, change order cost summary, pay estimate cost summary and contract time summary.

The Construction Manager/Inspector will be in contact with our Inspector on a daily basis and will copy the City's designated Project Engineer via email on all critical issues as they happen. We will

take the lead from the City representative as to the frequency and format of communication desired.

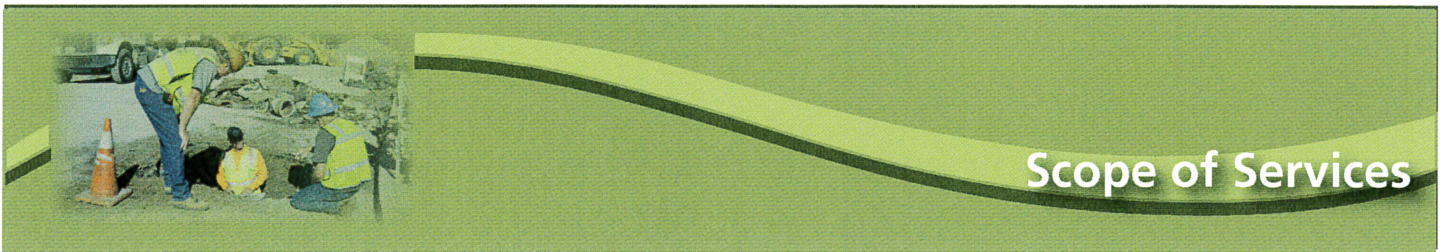
Task No. 12 - Conflict Resolution and Claims Avoidance

Green Valley has a standard procedure to help prevent claims from being filed and resolve conflicts during construction in order to keep the additional costs down and to minimize City staff involvement in the project.

We will resolve conflicts quickly by keeping the lines of communication open as well being honest and responsive with the Contractor. In Green Valley's opinion, the most important meeting to foster communications and to resolve conflicts quickly is the progress meeting. We have found that most conflicts (or just RFI's) can be thoroughly discussed and defused at these meetings. The key is to foster an on-going, working relationship with the Contractor at start of project and remain professional in these conversations.

If we cannot facilitate negotiation of a resolution to a dispute and receive a Notice of Potential Claim from the Contractor, we will be ready to support the City's position. Green Valley maintains accurate and thoroughly documented project information as backup for claim resolution. Green Valley will continue to facilitate negotiations while tracking and logging all correspondence, as-built progress schedules, and other backup documentation.

We have exceptionally experienced claims analyst personnel on staff with years of experience gained working directly for large scale Contractors in the



same capacity. This depth of experience gives our clients, and project teams the knowledge to know exactly what a legitimate claim is and what a true and fair price for compensation is. Our staff members are extremely knowledgeable of contract law giving us an excellent negotiating stance for the City's benefit.



Task No. 13 – Closeout & Record Drawings

We will work with the City and the Contractor to keep a "record set" of drawings to document changes and as-built conditions of the original construction documents.

Once construction is completed to the satisfaction of the City, we compile all pertinent files and related information and submit to the City for their permanent records. We will coordinate with the Inspector to furnish the City the following:

- Record drawings
- Project Photos
- All contract files and records
- Electronic files in CD format

City of Santa Rosa - Pacific Avenue Reconstruction - Humboldt Street to Montecito Avenue

Firm Name: Green Valley Consulting Engineers

Date: December 14, 2019

Billing Information

Name/Classification	1st Shift Hourly Billing Rates			DT	PG&E QA	Hours by Phase			Hours	Amount
	Straight	OT	DT			Precon	Construction	Closeout		
Liz Ellis Project Manager	\$ 210.00	\$ 210.00	\$ 210.00	\$ 210.00	0	16	84	8	108	\$ 22,680.00
Construction Manager	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00	0	24	450	24	606	\$ 133,320.00
Construction Inspector	\$ 155.00	\$ 185.00	\$ 210.00	\$ 210.00	0	16	1200	24	1240	\$ 192,200.00
Administrator	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	0	8	40	16	64	\$ 4,800.00
Direct Costs										
Inspector Vehicle \$8.00/Hour										Subtotal \$ 353,000.00
Contingency (20%)										\$ 15,000.00
										Total \$ 438,600.00

Fee based on 140 working days with CM at 3hrs/day and FT inspection for CIP Project

- 1) Hourly rates include mobile phone, laptop, camera.
- 2) Any extensive reproduction or delivery service will be billed at actual cost
- 3) Rates valid until 3/01/2020, Inspector Rates Increase in accordance to Prevailing Wage Determination increase
- 4) Construction inspection activities are subject to prevailing wage requirements.
- 5) Per prevailing wage requirements, as shift differential is for any covered 8 hour work shift beginning after 2PM.
- 6) Contingency allows for an additional 40 working days of FT inspection and PT CM and/or for overtime and change order work that may be added

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.
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.
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 12:00 pm 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.

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 Construction Manager 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 Construction Manager 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 Construction Manager and 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. Continuous Inspection is expected.
2. 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."
3. 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.
4. Have OSHA - Hazardous Waste Operations and Emergency Response training with a minimum current certification as a 24 Hour Occasional Site Worker.