

EXHIBIT B

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH Dynamic Dzyne Associates, Inc dBA Substrate AGREEMENT NUMBER _____

This First Amendment to Agreement number _____, dated _____ ("Agreement") is made as of this ____ day of _____, 2026 by and between the City of Santa Rosa, a municipal corporation ("City"), and Dynamic Dzyne Associates, Inc dBA Substrate (or Substrate, Inc.), a California Corporation ("Contractor").

RECITALS

- A. City and Consultant entered into the Agreement for Consultant to construction management, structural representative and inspection services consistent with the project guidelines of the Local Assistance Procedures for the Route 101 Bicycle and Pedestrian Overcrossing (CML-5028(083)).
- B. Council approved this amendment on January 27, 2026 to be executed once the City 2026/2027 budget was adopted.
- C. City 2026/2027 budget was adopted.
- D. City and Consultant now desire to amend the Agreement for the purpose of authorizing certain Additional Work for the Project.

AMENDMENT

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. Section 1. Scope of Services

Exhibit A.1 to the Agreement is replaced by Exhibit A-1 to this Amendment.

2. Section 2. Compensation

Exhibit B to the Agreement is supplemented by Exhibit B-1 to this Amendment. Section 2(c) is amended to increase the compensation payable to Consultant under the Agreement by \$700,000.00 to read as follows:

"Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all services to be performed hereunder shall in no event exceed the sum of two million five hundred thousand and no cents (\$2,500,000.00) with a City controlled contingency of two hundred thousand and no cents (\$200,000). City owned contingency is only to be used upon written approval by the City Representative. Contractor acknowledges and agrees that it exceeds the maximum compensation under this Agreement at its own risk. The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 17381. "

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

CONTRACTOR:

Name of Firm: Dynamic Dzyne Associates, Inc
dBA Substrate

TYPE OF BUSINESS ENTITY (*check one*):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: _____)

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

By: _____

Print Name: _____

Title: _____

City of Santa Rosa Business Tax Cert. No.

Attachments:

Exhibit A-1 – Consultant Terms _ rev 1

Exhibit B-1 – Compensation

CITY OF SANTA ROSA

a Municipal Corporation

By: _____

Print
Name: _____

Title: _____

APPROVED AS TO FORM:

Office of the City Attorney

ATTEST:

City Clerk

ATTACHMENT A Exhibit A-1 Consultant Terms rev 1
PID NO. 0769 - Consultant Terms
Construction Management and Inspection Services for Highway 101
Bicycle and Pedestrian Overcrossing

INTRODUCTION

The City of Santa Rosa (City) is seeking proposals for Construction Management and inspection services for the Route 101 Bicycle and Pedestrian Overcrossing project (Capital Improvement Project (CIP) Project ID (PID) 0769). The Highway 101 Bike/Pedestrian Overcrossing will construct a 14.50-foot-wide ADA compliant Class I bicycle & pedestrian overcrossing over US-101. The Project includes a 5-foot-wide walking lane and 8-foot-wide bike path. The Project will close a significant gap in the east-west transportation network for pedestrians and bicyclists. The selected alignment will construct the overcrossing over US-101 along the Edwards Avenue and Elliott Avenue corridor, adjacent to the Santa Rosa Junior College campus.

DESCRIPTION OF PROJECT

The project includes construction of a year-round, grade-separated, pedestrian/bicycle overcrossing of Highway 101 connecting Elliot Avenue and Edwards Avenue. The project includes a cable stayed bridge, approach structures, sidewalk work, landscaping, utility upsizing and utility relocations. The project will be funded with local, State and Federal funding sources including: Active Transportation Program (ATP), TDA, Regional Measure 3 (RM3) funds, OBAG Housing Incentive Pool (HIP), and City funds. Federal funding will be used toward construction of a portion of the project. Because the project is receiving federal funding, expenses related to the grants shall be segregated and tracked from the rest of the project to avoid potential conflicts with reimbursement. The engineer's estimate of probable construction cost is approximately \$29 million. The project includes the following components:

- **Principal Span Structure:** The grade-separated pedestrian/bicycle bridge spanning across Cleveland Avenue and clear-spanning Highway 101 and Armory Drive is a steel box superstructure approximately 367 feet in length. The span over the freeway and Armory Drive is a cable stayed structure that is partially supported by a single, sloping steel pylon at the eastern end. The principal span structure is located partially within California Department of Transportation (Caltrans) and City right-of-way areas. The vertical clearance of the bridge over highway 101 will be greater than 18.5 feet, consistent with Caltrans standards.
- **Approach Structures:** The west approach structure is an approximately 264-foot-long structure along the norther edge of Edwards Avenue and spans across over a driveway providing access to the Dick's Sporting Goods parking lot. The east approach structure is located along the southern edge of Elliott Avenue and is approximately 120 feet in length. The approach structures are reinforced concrete slab superstructures supported by single column bents on Type 2 pile shafts. Leading up to the approach structures are concrete bin-type and cantilevered retaining walls that connect to the existing sidewalk on Edwards Avenue and Elliot Avenue. Reconfiguration of the Santa Rosa Junior College parking lot is necessary to accommodate the approach structures. Access needs for the approach structures on private properties are offered through the temporary construction easements the City has obtained (their time cannot be extended).

- **Other improvements:** Sidewalk transition areas connecting to existing grades and roads, landscaping, utility upsizing and utility relocations.
- **Construction and Phasing:** The City will advertise to bid the construction contract in November 2025, and expects to issue a Notice to Proceed approximately in March 2026. The 18-month approximate construction timeframe includes: site preparation, utility relocation, partial and full freeway and frontage road closures, detours of cyclists and pedestrians, temporary signalization, and night work. The city has identified a city-owned equipment staging /materials storage area for use during construction. The area is limited and the contractor may need to procure additional staging area separately.

The City will retain the services of the design consulting firm to provide design support and to review and respond to design-related issues and questions during construction, as necessary. The City's Project Manager will be responsible for day-to-day management and oversight of the project and will manage the services of the Construction Management Consultant (Consultant).

SCOPE OF SERVICES

The scope of services outlined below provides general guidance and the City's expectations for the Consultant's services, however, the Consultant shall develop a detailed scope of work based on their understanding of the project and past experiences with similar projects. The Consultant's Services shall include construction engineering/management services required to assist City staff in the management of the project construction, as well as with any claims or other contract disputes that may arise. All work performed by the Consultant shall be in accordance with professional standards and quality that prevail among professional construction managers in the region.

The Consultant shall provide a Resident Engineer (RE), registered in California as a Professional Engineer (PE) with demonstrated large transportation construction projects over \$10 Million in bid cost and experience managing bridge projects, to perform a wide range of services including but not limited to: administration, construction surveys, project inspection, quality assurance, materials testing, safety, claims mitigation, measurement and computation of quantities, document control, labor compliance, progress payments and construction management during the construction period. The Consultant's Resident Engineer shall be actively involved in all activities of the project.

The Consultant shall provide a separate licensed Structure Representative with a minimum of 5 years of experience in administering bridge projects with cast in drilled hole piles 5-feet or greater in diameter, new bridge falsework over a highway, and shoring analysis greater than 5-feet in depth adjacent to traffic and construction equipment. Additionally, the project requires a specialty engineer (may be the Structure Representative or another team member) with a minimum of 5 years of experience in the construction of cable stay and/or steel bridge construction. The specialty engineer shall oversee all quality assurance aspects of the principal

span from submittal approval process through final construction and acceptance of the superstructure by Caltrans.

The consultant shall provide all inspection and testing services for the full scope of the project construction. The consultant shall coordinate with Caltrans to inspect the bridge structure on State right-of-way. The inspection and testing services for the entire structure as outlined in the attached Quality Assurance Plan (QAP) and additional testing requirements included within this RFP are the responsibility of the consultant. Results of all required inspections and testing shall be reported to Caltrans and City representatives.

If at any time, the City is not satisfied with the performance of Consultant's staff, the City reserves the right to request the services of a different individual. If for any reason the Consultant proposes a change of staffing during the course of the project, the City reserves the right to approve any new staff. Staffing changes must be approved a minimum of 21 calendar days in advance, in writing, by the City's Project Manager.

Contractor to provide 10 foot x 12 foot office space/trailer space for the Construction Manager. All other office space or trailer, computers, cell phones, furnishings and other equipment needed for Consultant's staff shall be provided by the Consultant. The Consultant may arrange, at Consultant's cost and separately from the City, to ask the City's general contractor (Contractor) provide the other trailer space and any furnishings, but due to the site limitations, it is unlikely it will be onsite.

APPLICABLE STANDARDS AND PROCEDURES

All work performed under this scope of services shall comply with applicable procedures and standards contained in the following Caltrans manuals:

- Caltrans Construction Manual
- Caltrans Local Agency Structure Representative Guidelines
- Caltrans Quality Assurance and Source Inspection (QASI) Manual
- Caltrans Bridge Construction Records and Procedures Manual
- Caltrans Falsework Manual
- Caltrans Trenching and Shoring Manual
- Caltrans Local Assistance Procedures Manual (LAPM)

PROJECT TASKS:

The Consultant shall be responsible for providing construction engineering/management services during pre-construction, construction and post-construction phases. The Consultant's RE shall be actively involved in the tasks described below. The Consultant shall perform the following services in accordance with professional standards and quality that prevail among professional construction managers in the region.

Task 1: Pre-Construction Phase Services

Consultant shall perform the tasks below:

- Prepare and coordinate Local Assistance Procedures Manual (LAPM) submittals, exhibits, and documents to Caltrans as necessary.
- Ensure alignment with the Caltrans Cooperative Agreement 04-3020 (Caltrans Con Coop)
- Become familiar with the project site, the Contract Documents and permit requirements.
 - Provide constructability review of the Contract Documents and report out to City Project Manager on findings.
- Conduct pre-bid and pre-construction conferences.
 - Coordinate and facilitate project meetings including preparation of agendas and meeting minutes.
- Coordinate with Caltrans, utility companies, City contractors, NPDES permitting, and adjacent private property owners.
- Complete preconstruction survey in coordination with the Contractor.
- Develop and implement a public outreach program
 - Issue project status updates to City for City to notify the public via a monthly newsletter, webpage, or other appropriate community notification method
 - Coordinate and prepare any construction signage that may be needed per grant funding or public outreach requirements, including detours of cyclists and pedestrians.
- Review of project environmental documentation to ensure familiarity with all regulatory permits and mitigation measures.
- Environmental Commitments preconstruction services (see Environmental Commitments Record for EA 04-2G340/ID 0413000213 for more information):
 - PF BIO-1 Migratory Birds: A Caltrans-approved qualified Biological monitor “Biologist” shall complete a nesting bird survey within 10-14 days prior to start of construction, if construction begins during the nesting season (February 1 – September 30). If nesting birds are discovered, the Biologist shall coordinate with Caltrans and City to establish the appropriate buffer area.
 - AMM HAZ-1 Soil and Groundwater Sampling: review and comment on contractor’s soil and/or groundwater management plan (if applicable).
 - AMM PALEO-1 Paleontological Mitigation Plan: provide the Paleontological Mitigation Plan (PMP) by a qualified Paleontologist and submit the plan at least two weeks prior to the start of construction.
 - PF AES-1 Preserve Mature Trees: provide the required Arborist and coordinate with the Biologist, Arborist and Landscape Architect to clearly mark trees for preservation and trees to be removed. Receive and review the Contractor’s tree protection plan, provide feedback to City.
 - MM NOI-2 Construction Vibration Plan: provide the vibration monitoring plan at least two weeks prior to start of construction.

Task 2: Construction Phase Services

The Consultant shall perform the tasks below:

2.1 : Project Management

- Site coordination:
 - Full-time on-site inspection services are required for the project during Work per the City's expectations. This role typically is separate from the RE and reports to the RE.
 - Coordinate between Contractor and City, Caltrans, design team, and other agencies as necessary
 - Communicate with Contractor, City staff and others including property owners near the site
 - Urgent communications sent to City Project Manager and other appropriate stakeholders, flagged and with the subject line starting with "No Surprises"
 - All accidents and near-misses are documented and reported to the team.
- Compliance monitoring:
 - Monitor compliance with all applicable permitting requirements including local, state and federal standards.
 - Monitor contractor compliance with construction vibration requirements.
 - Ensure Contractor adherence to Equal Employment Opportunity (EEO) policy.
- Monitor costs and schedule, and track work progress, invoices, and payments.
 - Submit schedule shall be submitted to the City utilizing MS Project Schedule (to be coordinated with Contractor's schedule)
 - Conduct schedule evaluation (actual vs. planned) and monitoring of critical path deadlines
 - Maintain daily construction and record management
 - Prepare and submit monthly construction progress reports, and payment requests.
- The monthly progress report shall be due no later than the fifth working day of the month containing at a minimum:
 - Submit monthly progress reports no later than the fifth working day of the month containing at a minimum:
 - Overview of work accomplished/milestones during the previous month
 - Overview of work to be accomplished the following month
 - Updated schedule based on Contractor's schedule.
 - Contractor work progress and completion percentage in a summary form and graphs.
 - Problem areas, if any, with proposed corrective actions.
 - Inspections and survey reporting indicating whether the work has been performed in conformance with the approved Contract Documents.
 - Outstanding issues with deadline-to-resolve by dates.
 - Summary of SWPPP inspections and issues (if any).
 - List and status of potential change orders, including estimated cost if known.
 - List and status of potential or current claims.
 - List of delays, including cause, from the previous month.
 - % paid of construction contract and % of approved working days completed

- Minimum of 6 photographs showing work completed in the previous month.
 - Report out on quantity of recycled concrete and asphalt.
- Preparation and submittal of weekly construction progress reports, minimum information provided:
 - General description of weather and impacts on construction.
 - Brief description of work performed in the previous week and work to be performed in the following week.
 - Urgent issues.
 - Due on the 1st working day of each week.

2.2 : Project Administration

- Review of Contract Documents at 100% completion for familiarity with the Contract Documents.
- Documentation and Meetings:
 - Lead and document meetings required to maintain Project timelines and costs.
 - Lead and document weekly meetings with Caltrans and City teams to discuss Caltrans oversight items and critical path items.
 - Coordinate of weekly site meetings with the Contractor and City staff/consultants.
 - Prepare and distribute of meeting agenda and minutes.
- Contract administration:
 - Review working days and contract time and document time extensions.
 - Maintain documentation similar to the Caltrans LAPM Exhibit 16-A, “Weekly Statement of Working Days”.
 - Maintain a daily inspector’s report system that records hours worked by laborer and equipment with detail sufficient to permit the review of Contractor’s costs of the work in a manner similar to force account. Equipment must be identified sufficiently to enable determination of the applicable rental rates and operator’s minimum wage. The narrative portion of the report shall include a description of Contractor’s operation and location of work and any other pertinent information. An example of the daily report forms can be found in the Caltrans Construction Manual. The daily inspector’s report shall be signed and dated by the inspector.
 - Completion of weekly working day statement. Distribute weekly to Contractor by the end of the day on the first working day of each week.
- Labor Compliance:
 - Enforce Labor Compliance by preparing daily reports with required information.
 - Monitoring prevailing wage rates and Certified Payrolls.
 - Conduct spot check labor surveys and interviews in compliance with federal and state requirements and not less than monthly at least one from the prime contractor and one from each subcontractor working on site for that month.
 - Ensure contractor adherence to Equal Employment Opportunity (EEO) policy.
 - Ensure that the required posters and wage rates are displayed at the job site.
- Record Keeping:

- Maintain well organized photographic/video records.
- Monitor construction schedules throughout the course of construction including ensuring Contractor submits schedules in accordance with contract requirements.
- Track subcontractor's work and ensure contractor submits written request prior to substituting a subcontractor.
- Review and Approval Process:
 - Review Contractor's contract execution for compliance with Contract Documents requirements, including but not limited to weekly submittal of certified payroll, labor compliance and subcontractor utilization.
 - Review Contractor's submittals for compliance with Contract Documents.
 - Review Contractor's request for information and either provide information from Contract Documents upon City approval or route requests to City for resolution by Design Engineer.
- Payment Processing:
 - Review Contractor's progress payments within five (5) days of receipt.
 - Review backup documentation and percent complete, and resolve any discrepancies.
 - Make recommendations to the City for payment of the payment requests, sign payment request prior to forwarding to City.
 - Check source documents for each contract item paid and ensure invoices for federal reimbursement match payments to Contractor.
 - Document in writing progress payment resubmittal requests to Contractor to support documentation to comply with prompt payment laws.
- Communication and Coordination:
 - Communicate with Contractor regarding acceptability of work.
 - Monitor and document Contractor's work for any deviations in scope, schedule, or performance.
 - Keep the City informed of and assist in resolving any issues that may arise.
 - Coordinate the preparation of record drawings with Contractor and Design Engineer on a regular basis during construction and post-construction phases.
 - Review drawings for "as-built" accuracy.
 - Ensure Quality Assurance Program (QAP) compliance and coordinate Caltrans oversight and review responsibilities.

2.3 : Project Change Order Monitoring and Processing

- Review and evaluate of contract change order requests and submittals.
- Coordinate contract change order between Contractor and City.
- Investigate and inspect site conditions that differ from those described in the Contract Documents.
- Review submittals in support of claims and disputes, and provide recommendations for resolution.
- Prepare independent estimates of the value of the additional work to verify the reasonableness of change orders.

- Process change orders according to the project schedule and coordinate response with City Representative and Lead Design Engineer.
- Analyze any claims from Contractor (i.e. compensation and delay) to determine whether they are excusable, inexcusable, or compensable, and prepare responses for City consideration.
- Process claims according to the project schedule.
- Reject change order requests that are determined to be invalid.

2.4 : Field Inspection and Testing

- Prepare, in coordination with the Contractor, and manage the Quality Management Plan (QMP). It is to describe how construction material verification and workmanship inspections will be performed at manufacturing sources and the Project job-site.
- Prepare a Source Inspection Quality Management Plan (SIQMP) for Caltrans and City acceptance.
 - Source Inspection relates to all materials manufactured or fabricated away from the jobsite that will be incorporated into the final work in accordance with Caltrans Materials Engineering and Testing Services as applicable to the Caltrans and City source inspection and material acceptance activities.
- Upon completion of all work, provide the Caltrans oversight RE and oversight Structural Representative with a stamped letter stating that approved SIQMP procedures were followed during the life of the project.
- Provide all required actions of the Structural Representative within the Caltrans Con Coop.
- Perform field inspection and other quality assurance activities including necessary materials testing or special inspections.
 - Includes project coverage overnight when contractor is performing night work.
- Review and inspect Contractor's work for compliance with Contract Documents on a daily basis.
 - Consultant shall have access to a current copy of the Contract Documents on site at all times
- Monitor corrective actions taken by the Contractor needed to fix work that is not in compliance with Contract Documents.
- Submit field inspection diaries to be signed and submitted weekly.
- Maintain digital photos with date and time stamp of work in progress. Photos shall be taken daily during active construction on site and shall at a minimum document:
 - The overall construction work occurring (wide view)
 - Close up of construction in progress
 - Work that will be covered up (for example underground utilities or reinforcement)
 - Materials received on site, including close-ups of the material labels
 - Items that are related to conversations with the Contractor or to be discussed with Caltrans, City, Lead Design Engineer or other stakeholders
- Review and approval of Contractor's survey layouts.

- Traffic and Safety Management:
 - Ensure compliance with Contractor's detours, lane closures and staging plans.
 - Obtain all approvals for the required traffic plans and any updates throughout the project.
 - Ensure Contractor properly provides for the safety of the workforce and public.
- Environmental Commitments services (see Environmental Commitments Record for EA 04-2G340/ID 0413000213):
 - PF HAZ-2 Aerially Deposited Lead (ADL) Work Plan: monitor contractor compliance with any additional Standard Special Provisions and provide correction notices to contractor for deficiencies (note: project designer to prepare the plan and conduct site investigation prior to construction start).
 - PF BIO-1 Migratory Birds: If a nesting bird buffer zone is established, the Biologist shall inspect nesting bird status weekly until the nest is vacated and report findings in writing to Caltrans and City.
 - PF HYD-1 Water Quality BMPs: monitor daily during construction. Provide the certified Qualified SWPPP Practitioner (QSD) required to perform all testing and inspections required in the project Storm Water Pollution Prevention Plan (SWPPP). Additionally, provide monthly inspection reports from September – April, utilizing the City's template and issue correction notices when out of compliance. Review the SMARTS permit and notify of changes to City. Provide guidance to City of SMARTS process. Upload required SMARTS reports. Determine and assist with SMARTS close out.
 - AMM PALEO-1 Paleontological Mitigation: If paleontological deposits are discovered during construction, the Paleontologist shall provide full time paleontological monitoring during ground disturbing operations.
 - PF AES-2 Protect Existing Trees and Vegetation: monitor Contractor's tree and vegetation protection throughout construction. Provide correction notices to Contractor for deficiencies.
 - PF AES-3 Visual Impacts from Construction: Monitor during construction. Provide correction notices to Contractor for deficiencies.
 - PF AIR-1 Idling and Access Points: monitor during construction. Provide correction notices to Contractor for deficiencies.
 - PF AIR-3 Contractor Air Quality Compliance: monitor during construction. Provide correction notices to Contractor for deficiencies. Serve as the contact for public complaints regarding dust control.
 - PF BIO-2 Vegetation Removal: Monitor during construction, provide periodic photographic documentation.
 - PF CUL-1 Discovery of Cultural Resources: If cultural materials are discovered during construction, notify and monitor work stoppage, provide immediate notification, establish no-work zone, provide the qualified archaeologist (Archaeologist), artifact assessment, and coordination with appropriate stakeholders and agencies.
 - PF CUL-2 Discovery of Human Remains: If human remains are discovered during ground disturbing activities, notify and monitor work stoppage, establish

- no-work zone, and provide immediate notification.
- PF HAZ-1 Hazardous Material: monitor during construction and provide the Hazardous Waste Specialist if needed.
- PF HAZ-3 Groundwater Sampling: monitor during construction and provide groundwater sampling, if necessary.
- PF NOI-1 Idling of Internal Combustion Engines: monitor during construction. Provide correction notices to Contractor for deficiencies.
- AMM NOI-1 Construction Noise Control Plan: monitor conformance with Contractor's plan during construction. Provide correction notices to Contractor for deficiencies.
- AMM NOI-2 Foundation Pile Holes: monitor during construction.
- AMM NOI-3 Equipment Location: monitor during construction. Provide correction notices to Contractor for deficiencies.
- MM NOI-1 Vibratory Rollers: monitor during construction. Provide correction notices to Contractor for deficiencies.
- MM NOI-2 Construction Vibration Plan: monitor during construction. Provide correction notices to Contractor for deficiencies.
- PF TRA-1 Traffic Management Plan: monitor during construction. Provide correction notices to Contractor for deficiencies.
- AMM TRA-1 Directional Signage: monitor during construction.
- PF UTI-1 Trash Management: monitor during construction. Provide correction notices to Contractor for deficiencies.
- PF UTI-2 Notify Utility Owners of Construction Schedule to Project Utilities: correspond with utility companies.
- Testing and Inspection Services:
 - Provide QAP materials testing services and additional testing and inspection requirements, as attached herein.
 - A testing and inspection agency(s) shall be under contract with and paid for by the Consultant. Consultant shall coordinate with Contractor in scheduling the testing agency services for materials testing and special inspections needed for the life of the project. This testing includes, but is not limited to, soils tests, concrete strength and welding inspection.
 - Physical oversight of the geotechnical engineer's work that relates to the design of the construction project shall be contracted by the Design Engineer. Geotechnical inspections are provided by the Design Engineer and are not provided by the Consultant.
 - Ensure that all required sign-offs are reviewed, distributed, and are in compliance with the Contract Documents.
 - Report all testing results and summaries in accordance with Caltrans LAPM, and City standards.

2.5 : Allowance for Additional Testing

- The construction contract requires Contractor to reimburse the City for re-testing results that failed inspections. The City does not, however, have an administrative mechanism to

return/rebate re-testing fees to the Consultant. The Consultant shall therefore carry a budget to pay for any additional re-testing that may be required. This allowance shall only be expended if authorized in advance, in writing, by the City.

2.6 : Public Outreach

- Issue City reviewed and approved project status updates via a monthly newsletter, webpage, or other appropriate community notification method.
- Provide contact information (phone and email) to serve as the public point of contact for the project and return messages within 24 hours.
 - Contact information will be posted to the City's public project website.

Task 3: Post-Construction Services

The Consultant shall perform the tasks below:

3.1 : Substantial and Final Completion

- Prepare and document a 90% construction milestone meeting with all remaining items and partnering solutions to bring the Project to an accurate and efficient completion
- Notify and coordinate with the City Project Manager when the Notice of Acceptance and Notice of Completion are ready for the project.
- Conduct site inspection to determine if facilities are complete and in compliance with Contract Documents.
- Prepare punch-lists and inspect punch-list corrective actions
- Finalize all contract bid items payment, change orders, and resolution of claims.
- Make recommendations to City regarding release of payments and retention to Contractor.
- Review Designers and Contractor's Operations & Maintenance manuals, record drawings and warranties for completeness and accuracy.
- Complete the As-Built submission to Caltrans and receive approval of the documentation closeout required for the Project.
- As the subject matter expert, organize and prepare City deliverables and complete close-out of the project with Caltrans.
- Prepare environmental mitigation reporting.
- Prepare the necessary project closeout documentation to meet federal and state requirements and the Contract Documents.
- Set-up and coordinate Contractor-provided training of City staff as required by the Contract Documents and as necessary to ensure appropriate City personnel are adequately trained and familiar with the new equipment

3.2 : Record Compilation and Coordination

- Prepare and submit a complete set of organized construction contract

documentation.

- Prepare a final construction project report per Chapter 17 of the Caltrans LAPM
- Establish a record file which supports: 1) adequacy of field control, 2) conformance to Contract Documents, and 3) payments to Contractor. Maintain the file in complete, and organized manner that permits inspection by the local agency, Caltrans and FHWA. An example of a project filing system can be found in the LAPM, Chapter 16.
- Utilize an electronic document project filing program/system to track and distribute project drawings and specifications using Procore or approved equal.
- Obtain warranty and lien release information from Contractor and filing a Notice of Completion.
- Respond to and coordinate with Contractor or responsible party to repair and/or replace defective work items that are included in the project's 1-year warranty period, which may extend to one year from the Notice of Completion.
- Return to the site at month 10 of the 12-month warranty period and review operating conditions with City staff in order to identify any outstanding issues related to the project.
- Resolve any warranty issues.

3.3 : Optional Services

- To be defined as needed during project execution.
- Live camera to monitor work in progress.
- Time lapse camera throughout duration of construction.
 - Collaborate with City on options to install camera on City property or right of way providing optimal view of construction site.
 - Provide time-lapse footage every 6 months and final footage of entire build at construction completion.
 - City will utilize footage on website, social media and/or other public outreach.

