

**CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010139-2016-37**

PROJECT NAME: **CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
CALISTOGA RD RECONSTRUCTION-MONTECITO BLVD. TO HWY 12**

CITY PROJECT MANAGER: **PETER PORATA**

CONSULTANT PROJECT MANAGER: **MIKE JANET**

SCOPE OF SERVICE: See Consultant's Scope of Services/Proposal for Services and Fee Schedule dated **July 2, 2025**, attached as Exhibit B-1.

START DATE: **AUGUST 2025**

COMPLETION DATE: **JUNE 2027**

CHARGE NUMBER FOR PAYMENT:	17612 50%	\$ 669,861.50
	55804 25%	\$ 334,930.75
	70816 25%	\$ 334,930.75

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: **\$1,339,723.00** PJP GM
PJP GM

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: _____
 MARK STAPP
 Mayor

Date: _____

COASTLAND CIVIL ENGINEERING,
A California corporation

By: _____

Date: _____

Name: _____

Title: _____

By: _____

Date: _____

Name: _____

Title: _____

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

July 2, 2025

Peter Porata
City of Santa Rosa, Transportation & Public Work Department
69 Stony Circle
Santa Rosa, CA 95401

Subject: Proposal to Provide Construction Management and Inspection Services for the Calistoga Road Reconstruction – Montecito Blvd. to Highway 12 Project

Dear Peter:

The Calistoga Road Reconstruction project is a multifaceted effort involving advanced roadway rehabilitation, multimodal improvements, and critical utility upgrades within a high-traffic, community-sensitive corridor. Success will require deep technical knowledge of Full Depth Reclamation (FDR), ADA compliance, and water and sewer systems, along with strong stakeholder coordination, minimal disruption to the public, and a focus on safety. With a 320-working-day schedule and a \$13.7 million budget, the City needs a construction management partner capable of conducting a thorough constructability review and ensuring efficient, transparent delivery from day one.

Coastland | DCCM is prepared to fulfill that role. Our team has successfully managed complex infrastructure projects across Northern California, including recent FDR, bike lane, ADA curb ramp, and underground utility work. As a local firm, we offer a hands-on approach that emphasizes constructability, real-time cost and schedule management, and proactive public communication in partnership with Connective Outreach. With experienced staff and responsive leadership, we are committed to delivering technical excellence, fiscal responsibility, and meaningful community engagement.

Please consider the added value our team brings to the Calistoga Road Reconstruction Project:

- ✓ **Local Expertise and Project Insight** — With more than 20 years of CM&I experience for the City of Santa Rosa—including recent projects like the Coffey Park Neighborhood Road Disaster Recovery and the Llano and Los Alamos Trunk Sewer replacements—Coastland | DCCM brings deep familiarity with City standards, staff, and expectations. This insight ensures streamlined coordination, efficient communication, and reduced demands on City personnel.
- ✓ **Dedicated, Proven Team** — Principal-in-Charge Mike Janet has led over 60 public works projects for the City, offering strategic leadership tailored to Santa Rosa's unique needs. He will be supported by Construction Inspectors, Adam Dagler and Jeremy Tjensvold, both well-versed in City protocols and expectations.
- ✓ **Trusted Partner with Community Roots** — With over 34 years of service to Northern California public agencies and a strong base of repeat clients, Coastland | DCCM is known for reliable performance. As Sonoma County residents, our team is personally invested in the success of this project and the long-term improvement of the Calistoga Road corridor.

We appreciate this opportunity and look forward to working with you on this project. I am authorized to sign contracts on behalf of the company. This proposal and its associated costs shall remain a firm offer for a period of 90 days from the submission deadline of the proposal.

Sincerely,
Coastland Civil Engineering, LLP



Mike Janet, Director of Construction Management

SCOPE OF SERVICES

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

TASK 1 – CONSTRUCTABILITY REVIEW

Coastland | DCCM will review construction contract documents, including plans, specifications, environmental documents, and permits. We will compile any comments and present those findings at a meeting with the City CIP staff and the design engineer to discuss the project scope, requirements, construction schedule, mitigation measures, and any issues identified during the plan review.

TASK 2 – PRE-CONSTRUCTION MEETING

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

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

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

TASK 3 – PRE-CONSTRUCTION SITE VISIT AND DOCUMENTATION

Coastland | DCCM will take pre-construction digital photos/video of the construction site with special attention given to sensitive areas including any areas adjacent to the project. Documenting the site prior to construction will help mitigate possible disputes between the City and the contractor regarding site restoration at the end of the project. These photos/video will be logged and filed with the project files.

TASK 4 – PROJECT START-UP

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

TASK 5 - DAILY FIELD INSPECTIONS AND DOCUMENTATION

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

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

Coastland | DCCM will provide a digital photo logbook of construction activities, progress, and areas of concern or interest. The photo log will be compiled on our contract administration website, accessible to City staff at all times, and will identify the location and date of each photo. The log will be maintained through the duration of the project to assure continuity from one week to the next and will be submitted to the City at the close of the project.

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

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

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

In summary, our inspector's responsibilities include:

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

TASK 6 – PROGRESS MEETINGS

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

TASK 7 – STATUS REPORTS AND DOCUMENTATION

Task 7a – Reports

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

- Weekly Statement of Working Days
- Progress Meeting Minutes
- Field Directive Log
- Change order tracking
- Regular phone calls and e-mails

Task 7b – Submittal Management

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

Task 7c – Requests for Information (RFI)

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

Task 7d – Change Order Management

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

Task 7e – Labor Compliance

Coastland | DCCM will periodically review the contractor's certified payroll records to ensure compliance with all prevailing wage requirements. If required by the project's funding sources, we can also conduct monthly on-site Equal Employment Opportunity (EEO) interviews with employees.

TASK 8 – CONSTRUCTION MANAGEMENT

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

In summary, our construction manager's responsibilities include:

- Continuous communication and coordination with the contractor through regular progress meetings.
- Review and routing of project submittals and RFIs.
- Prepare project pay estimates and maintain records associated with the project's federal funding requirements.
- Accept work performed or, if work is rejected, work with contractor to correct construction errors.
- Prepare and approve Contract Change Orders.

- Provide claims management.
- Monitor permit and environmental compliance.
- Confirm labor compliance.
- Develop a project punch list and make recommendations for project acceptance.
- Prepare As-Built plans.
- Maintain an up-to-date construction file containing all records associated with the construction of the project.

TASK 9 – COST AND SCHEDULE MANAGEMENT

Coastland | DCCM will continually review the construction progress and perform field measurements and quantity calculations. Each month, Coastland | DCCM will provide accurate calculations for all work items completed and accepted to provide progress payment recommendations to the City. Coastland | DCCM will review the contractor's progress pay estimate request and schedule of values to assess if they are reasonable and will compare this to the field measurements and quantity calculations. We will continually monitor project costs and keep the City informed regularly.

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

TASK 10 - PUBLIC RELATIONS AND NOTIFICATIONS

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

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

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

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

We have included a trusted subconsultant, Connective Outreach (formerly Data Instincts) to provide supplemental public outreach services. Their scope will include:

- Develop a comprehensive Public Outreach and Communications Plan at project onset.
- Public Meeting Facilitation; Coordinate and support up to two public meetings (virtual, in-person, or hybrid).
- Attend weekly construction meetings to stay updated on project developments and public impacts, ensuring timely notifications.
- Implement a permission-based email system to provide weekly updates on project progress and community impacts. Contact information will be gathered via all public facing communication. All outgoing emails will be City-approved while safeguarding individual privacy.
- Develop and maintain a dedicated project website featuring current content, including weekly updates, project details, benefits, FAQs, maps, and contact information.

- Establish and maintain a project-specific phone number and email address, which will be included in all public communications.
- Coordinate with the project team (city staff and construction manager) to respond to inquiries from the public in a timely and respectful manner.
- Produce Project Information Cards for on-site crews to distribute to businesses, residents, pedestrians, and motorists seeking project details.
- Support the construction manager in coordinating with Emergency Services and Public Transit Agencies.
- Provide professional Spanish translation for all project communications.
- Develop and distribute fliers, newspaper notifications, and other collateral, as needed, to update residents and businesses on project impacts, with all materials approved by City staff prior to release.

TASK 11 - CONFLICT RESOLUTION AND CLAIMS MANAGEMENT

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

TASK12 - UTILITY COORDINATION

Coastland | DCCM will coordinate the contractor's activities with City Water and Sewer Operations and any other affected utilities. Our inspector will closely monitor the contractor's efforts to protect the existing underground utilities adjacent to the water line and sewer replacement. We will also ensure that the contractor locates all potentially shallow utilities and survey monuments prior to the FDR operations. Our inspection staff will ensure that the contractor contacts the USA/811 service, and all utility owners perform a mark and locate of utilities prior to any excavation activities.

TASK 13 – ENVIRONMENTAL MONITORING

Coastland | DCCM will carefully review the contractor's water pollution control program prior to the start of work on site. We will inspect and verify that all mitigation measures and BMPs are implemented prior to the start of work. During construction, our inspector will conduct all required pre and post rain event inspection and complete and file the City's standard SWPPP inspection reports.

TASK 14 - POST-CONSTRUCTION MEETING

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

TASK 15 – PROJECT CLOSEOUT

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

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

WORK ESTIMATE

Calistoga Road Pavement Reconstruction Montecito Blvd. to Hwy 12		PROPOSAL FOR CM & INSPECTION SERVICES						City of Santa Rosa		
TASK INFORMATION								HOURS AND COST INFORMATION		
Task No. (Coastland Code)	Task Information	PM/CM	RE	Inspector	Inspector OT	Project Eng.	Direct Costs	Total Hours	Total Costs	Comments
		\$215	\$205	\$185	\$278	\$175				
	Pre-Construction Phase									
1	Constructability Review	40	60	40		20		160	\$31,800	
2	Comment Review Meeting	8	8			8		24	\$4,760	
	Construction Phase									
1	Pre-construction Meeting	3	6	3		3		15	\$2,955	Agenda/conduct meeting
2	Site Visit & Documentation	6		16		3		25	\$4,775	Job walk/photos/Meet with City
3	Project Start-Up	4	12	8		4		28	\$5,500	Assemble filing
4	Dally Field Inspections & Documentation	40		1,872				1,912	\$354,920	Based on 320 working days
4a	Overtime Inspection				200			200	\$55,500	Typical Overrun for OT
5	Progress Meetings/Other Mtgs	130	130	130		130		520	\$101,400	Assume attendance @ 65 mtgs (CM & Inspector)
6	Status Reports & Documentation	65	32	65		65		227	\$43,935	Review progress/documentation
6a	Reports	65		65		65		195	\$37,375	SV/Daily Updates to City
6b	Submittal Management	25	50	50		75		200	\$38,000	Based on 50 submittals
6c	Requests For Information	15	30	30		60		135	\$25,425	Based on 30 RFI's
6d	Change Order Management	15	50	40		30		135	\$26,125	Based on 15 change orders
6e	Labor Compliance/Funding Requirements		70	40		191			\$55,175	Conduct EEO Interviews/ Spot Check CPR
7	Construction Management	563	48			70		681	\$143,135	
8	Cost and Schedule Management	17	68	17		68		170	\$32,640	Based on 17 monthly paymens reviews & CPM updates
9	Public Relations & Outreach	100		120			\$100,800	220	\$144,500	Notices/meeting/coordination etc
10	Conflict Resolution & Claim Management							0	\$0	Time and Materials if needed
11	Utility Coordination	40		40		20		100	\$19,500	Coordination/spot inspection
12	Environmental Permit Monitoring		20			40		60	\$11,100	
13	Post Construction Meeting	4	8	8		8		28	\$5,380	Walk through
14	Special Testing and Inspection							0	\$0	
15	Project Closeout	10	8	16		40			\$13,750	As-builts/Files
	Photographs & video						\$250		\$250	
	Vehicle/Equipment expenses						\$60,030		\$60,030	3,335 hours x \$18/hr= \$60,030
	Total Hours	1,150	600	2,560	200	900		5,035		
	Subtotal	\$247,250	\$123,000	\$473,600	\$55,500	\$157,500	\$161,080		\$1,217,930	
	Contingency (10%)	\$24,725	\$12,300	\$47,360	\$5,550	\$15,750	\$16,108		\$121,793	
	PROJECT TOTAL WITH 10% CONTINGENCY NOT TO EXCEED	\$247,250	\$123,000	\$473,600	\$55,500	\$157,500	\$161,080		\$1,339,723	

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

1 Based on 320 working days.

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

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

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

PROJECT TEAM

COMMITMENT

Our team offers the depth and experience needed to support the City across all aspects of this project. We are committed to working closely with City staff, drawing on lessons learned from similar efforts—including the Sir Francis Drake Corridor Rehabilitation in Marin County and the Third Street Rehabilitation in San Rafael. No proposed personnel will be reassigned without the City's prior approval.

STAFFING STABILITY

With a staff of over 80, we offer the capacity to respond quickly to the City's needs while maintaining the responsive, hands-on service of a local firm.

ACCESSIBILITY

Our team is readily available to meet with City staff and can be reached at any time by phone or email. For convenience, all services can be coordinated through a single point of contact: Mike Janet. He can be reached directly at (707) 494-6464 (24-hour cell). The City can expect prompt and reliable responses to all inquiries.

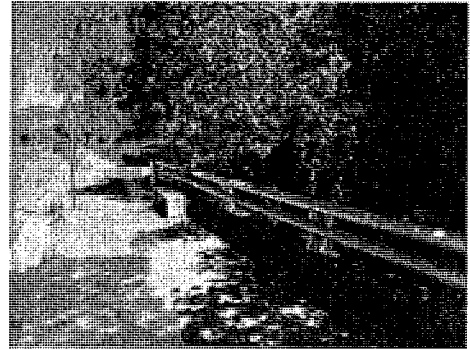
PROPOSED TEAM ORGANIZATIONAL STRUCTURE/AVAILABILITY

	TEAM MEMBER	ROLE	WEEKLY COMMITMENT	CURRENT ASSIGNMENTS	KEY RESPONSIBILITIES
PROJECT MANAGEMENT	Mike Janet	Principal/Construction Manager	~15 hrs/week	<ul style="list-style-type: none"> Llano Sewer Trunk Rehabilitation Ph. 1 Coffey Park & Fountaingrove Neighborhood Road Disaster Recovery 	<ul style="list-style-type: none"> Construction management Constructability review Client liaison Public outreach
	Matt Vail, PE	Resident Engineer	~15 hrs/week	<ul style="list-style-type: none"> Llano Sewer Trunk Rehabilitation Ph. 1 Coffey Park & Fountaingrove Neighborhood Road Disaster Recovery 	<ul style="list-style-type: none"> Contractor coordination Field oversight Change management
	Clark Stauffer	Project Engineer/Asst. Construction Manager	~15 hrs/week	<ul style="list-style-type: none"> Coffey Park & Fountaingrove Neighborhood Road Disaster Recovery 	<ul style="list-style-type: none"> Office engineering Document control Submittals/RFI's
INSPECTION	Adam Dagler	Primary Inspector	40 hrs/week	<ul style="list-style-type: none"> Llano Sewer Trunk Rehabilitation Ph. 1 (wraps 10/2025) 	<ul style="list-style-type: none"> Field inspection Daily Reporting & Documentation Compliance monitoring
	Jeremy Tjensvold	Supplemental Inspector	As needed		<ul style="list-style-type: none"> Field inspection Daily Reporting & Documentation Compliance monitoring
SUB	Ryan Long, Connective Outreach	Public Outreach Consultant			<ul style="list-style-type: none"> Public outreach

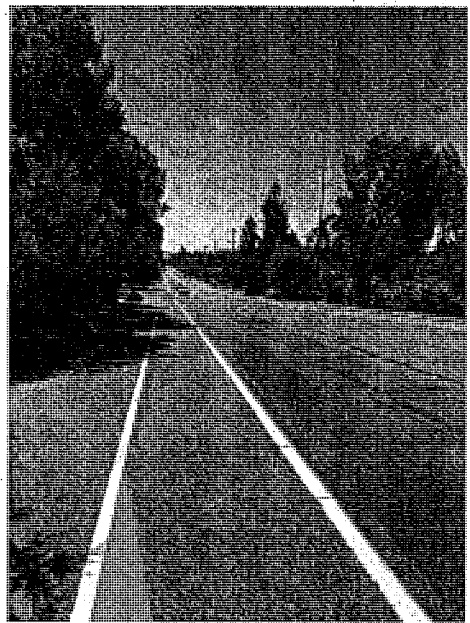
WORK PLAN

PROJECT UNDERSTANDING

The Calistoga Road Reconstruction project is a significant public works investment aimed at improving transportation infrastructure, safety, and accessibility along a 1.1-mile stretch of Calistoga Road, from Montecito Boulevard to Highway 12, in the City of Santa Rosa. The corridor currently experiences deteriorating pavement conditions, outdated pedestrian features, and aging utility infrastructure that collectively require comprehensive rehabilitation. The City has selected Full Depth Reclamation (FDR) as the primary method for reconstructing the travel lanes and two-way left turn lane (TWLTL), while a mill-and-fill approach will be applied to the parking and bike lanes—methods chosen for their cost-effectiveness and minimal environmental impact.



The project scope also includes substantial multimodal improvements. These include the installation of buffered and protected Class II bike lanes, the replacement and upgrading of pedestrian curb ramps to meet current ADA standards, and the integration of traffic safety enhancements that align with the City's goals for Complete Streets and sustainable transportation. In addition to surface improvements, the project calls for the replacement and upsizing of approximately 5,200 linear feet of water mains and 2,500 linear feet of sewer mains, with associated improvements such as valve boxes, manhole covers, and hydrants. This adds a layer of complexity that necessitates careful coordination between roadway and utility work to maintain public health and safety, avoid service disruptions, and ensure construction efficiency.



Coastland | DCCM understands that the successful delivery of this 320-working-day, \$13.7 million project depends on a thorough constructability review—including careful examination of design documents and detailed assessment of existing site conditions—followed by proactive construction management. Throughout the construction phase, we prioritize clear communication among stakeholders, precise budget oversight, and an effective public outreach strategy. Our team is committed to minimizing impacts on the community and neighboring properties while maintaining transparency and accountability. We are prepared to serve as a responsive, collaborative partner to the City, ensuring every aspect of the project—from constructability and inspection to cost control and community engagement—is executed with the highest level of professionalism.

Coastland | DCCM has established strong working relationships with the City's Materials Lab through our involvement in several recent projects. We collaborate closely with both lab managers and field inspectors and understand the critical role the lab plays, particularly in underground utility work. Based on our experience, sewer and water line replacement will require substantial lab support during backfill operations. Additionally, FDR roadway reconstruction involves extensive materials testing that demands significant lab time and coordination—particularly during compaction testing for paving operations. If requested as part of our scope, Coastland | DCCM can supplement the City's efforts by engaging a qualified geotechnical subconsultant to ensure all required testing is completed during these key construction phases.

PROJECT APPROACH

At Coastland | DCCM, our approach begins with identifying the project's key goals and constraints to proactively guide every decision, mitigate risks, and maintain alignment with the City of Santa Rosa's priorities. For the Calistoga Road Reconstruction project, we recognize that effective coordination, robust public engagement, and disciplined budget management will be central to success.

STRATEGIC PLANNING AND STAKEHOLDER COORDINATION

We will initiate the project by facilitating early coordination meetings with City staff, utilities, and affected stakeholders to establish communication protocols and refine the construction sequencing. Key stakeholders—including residents of Rincon Valley neighborhoods, the adjacent mobile home park, nearby schools, businesses, and emergency services—will be mapped and prioritized to tailor outreach efforts. We will develop a communications and stakeholder engagement plan that identifies audience-specific messaging, preferred notification methods, and key project milestones requiring advance notice.

STAKEHOLDER ENGAGEMENT STRATEGY

Stakeholders for this project include SRFD Fire Station 6, businesses at the St. Francis Shopping Center, students and staff at Maria Carrillo High School and Sequoia Elementary, Santa Rosa CityBus, Nucleo San Francisco Church, residents of Rancho Cabeza Mobile Home Park and the Rincon Valley neighborhoods, and the broader public commuting through Calistoga Road to Napa and Lake Counties.

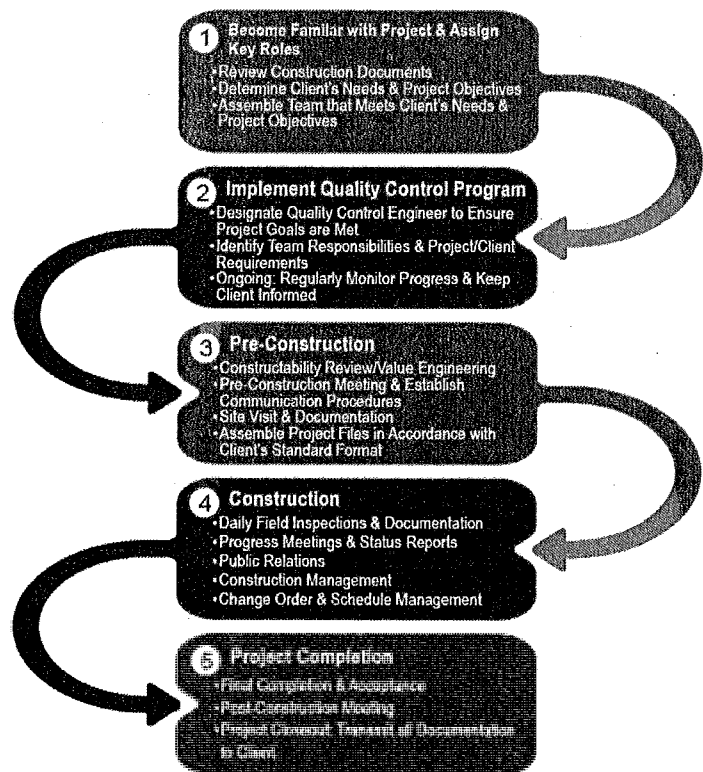
At Coastland | DCCM, we view these groups not as peripheral audiences but as essential partners in successful project delivery. Our team is committed to fostering inclusive, transparent communication throughout the construction phase. We will work closely with the City and contractor to implement a stakeholder-informed traffic control and outreach plan that minimizes disruption and keeps the public informed.

MITIGATING IMPACTS THROUGH PHASED IMPLEMENTATION

Our team will develop a traffic control strategy in collaboration with the City and contractor to safely manage closures, detours, and access for vehicles, pedestrians, and cyclists. This plan will include staging that minimizes disruption, maintains emergency access, and ensures pedestrian and vehicular safety in sensitive areas. Site security and access for adjacent properties, particularly the mobile home park, will be built into the phasing and logistics plans.

COST CONTROL AND CONSTRUCTABILITY LEADERSHIP

With sensitivity to the City's budgetary concerns, we have designed our construction management and inspection scope to be both efficient and impactful. Early in the project lifecycle, our team will conduct a detailed pre-bid constructability review, focusing on identifying conflicts, missing details, and opportunities for cost-effective improvements. These efforts aim to prevent costly change orders, reduce contractor RFIs, and streamline construction delivery. In parallel, we will work with the contractor to explore value engineering options—including alternate materials and methods—to reduce construction costs without compromising quality or functionality.



Construction Management and Inspection Methodology

ENVIRONMENTAL STEWARDSHIP

Austin and Ducker Creeks—natural resources crossing under Calistoga Road—require special consideration during construction. Our team will take an active role in coordinating construction near these areas to ensure strict compliance with environmental regulations. We will support the implementation of an effective Water Pollution Control Plan (WPCP) and integrate environmental protection into the broader construction strategy.

CONTRACTOR PARTNERSHIP AND VALUE INTEGRATION

Our firm brings extensive experience collaborating with major Bay Area contractors through both formal and informal partnering processes. We will use this experience to build a proactive, cooperative relationship with the selected contractor. This includes jointly evaluating construction phasing, public outreach timing, and value engineering opportunities to resolve potential issues early and efficiently.

INTEGRATED CONTROLS: SCOPE, QUALITY, SCHEDULE, AND BUDGET

SCOPE MANAGEMENT

We will lead with a comprehensive constructability review and detailed understanding of project specifications. This allows us to rapidly address contractor RFIs and mitigate scope creep, reducing the risk of downstream impacts to schedule and budget.

QUALITY ASSURANCE

Our inspectors will stay ahead of construction activities, helping to prevent quality issues before they occur. Our Project Engineer, Clark Stauffer, will lead the QA program and ensure documentation control and public outreach efforts are seamlessly integrated into field operations.

SCHEDULE OVERSIGHT

While sequencing is the contractor's responsibility, our team's understanding of the schedule will enhance coordination and help prevent owner-related delays. We will monitor progress closely and raise early warnings if risks to the timeline are identified.

BUDGET CONTROL

Our budget management philosophy incorporates earned value tracking, cost trend analysis, and forward-looking forecasting. This multi-angle approach allows us to anticipate overages and propose timely corrective actions. We understand how budget limitations can cascade into quality or scope compromises and are committed to helping the City avoid those outcomes.

DELIVERING PRACTICAL SOLUTIONS WITH PROVEN EXPERTISE

Drawing on 34 years of experience managing complex public works projects throughout the North Bay, we are equipped to respond to challenges with practical, cost-effective solutions. Whether navigating utility conflicts, adapting to changing site conditions, or addressing resident concerns in real time, our team will apply deep local knowledge and a proactive management style to keep the project on track. We are committed to maintaining open lines of communication with all parties, fostering a collaborative environment that drives smart, timely decisions.

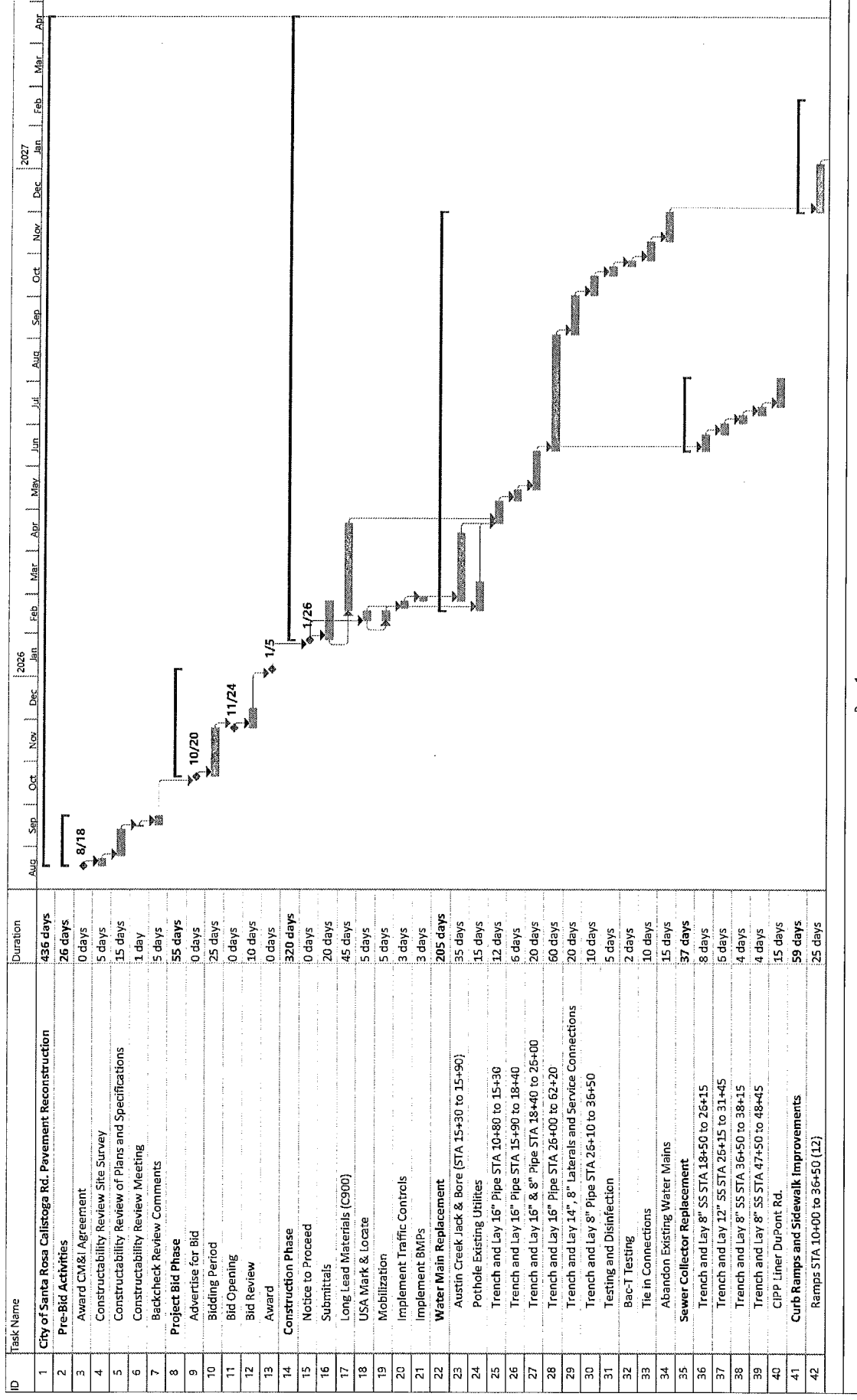
By applying this disciplined and strategic approach, Coastland | DCCM will support the City in delivering a safe, sustainable, and community-responsive improvement to Calistoga Road.

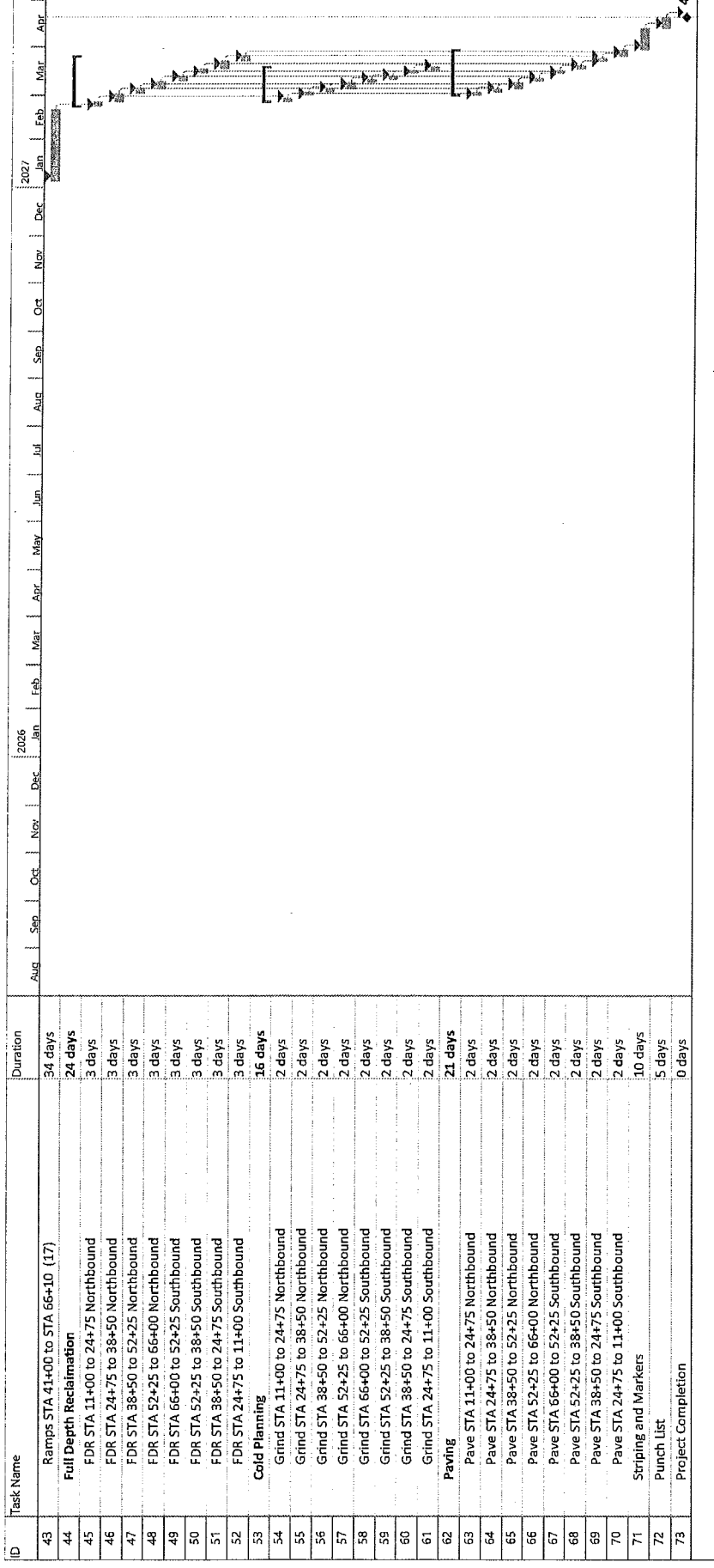
CRITICAL ISSUES

Coastland | DCCM foresees several critical issues that may require particular attention:

ISSUE	SOLUTION
Mitigating Public Inconvenience and Increasing Public Safety	<ul style="list-style-type: none"> • Creating relationships with residents and businesses that will effectively communicate project information. • Communication tools will include door hangers and door-to-door visits when practical and maintaining a current construction information website. • Field personnel will distribute a project business card with Coastland DCCM and contractor contact information. • We will ensure that a well-planned traffic control plan is implemented, including PCMS providing drivers with advance notice of potential traffic impacts. • Collaboration with City staff to update the City's website and social media platforms with current project information. • Emergency plan – Contractor to develop an in-depth Emergency plan for emergency vehicle access and fire season evacuation plan for residents and businesses.
Coordination and Scheduling with City, Stakeholders and Other Agencies	<ul style="list-style-type: none"> • Coordination with park staff, Bennett Valley Golf Course staff, and public regarding schedule of work activities, park area closures will be a key focus for our public outreach partner, Connective Outreach. • Coordination with all service providers (e.g., transit service including City buses, garbage pickup, USPS mail deliveries) providing advanced schedule information and notices throughout construction. • Coordination with the Santa Rosa Police and Fire Department providing advanced schedule information and notices throughout construction. • Close schedule coordination with the City's materials testing lab for material sampling throughout the construction of the project.
Environmental Monitoring and Protection of Storm Drains and Waterways	<ul style="list-style-type: none"> • Acceptance of the contractor's Water Pollution Control Program (WPCP) will be one of the first tasks. • Ensure BMPs are installed per the accepted WPCP, and that BMPs are maintained throughout construction. • Work at crossing of Austin and Ducker Creeks will require close monitoring to protect this sensitive waterways. • Perform all required monthly and weekly SWPPP site inspection, including pre and post rain event inspection, preparing and submitting inspection report (using the City standard report forms) and maintaining all reports in the project record.

SCHEDULE





ABILITY TO MEET SCHEDULE

To ensure that construction management and inspection services are performed smoothly and consistently for the duration of the project, we have proposed a team that provides depth of coverage. The proposed construction management and inspection team will remain on this project through its completion.



CONSULTANT SERVICES TERMS FOR CAPITAL IMPROVEMENT PROJECTS

ISSUED BY
CAPITAL PROJECTS ENGINEERING DIVISION
CITY OF SANTA ROSA, CALIFORNIA

2024

Consultant Invoices

A. Frequency, Routing, and Miscellaneous

1. Submit one invoice per month for work performed in the previous month.
 - a) Typically, payment will be processed within four weeks for an undisputed invoice.
 - b) Fiscal year end invoicing deadline: The City's fiscal year ends on June 30, services performed through June 30, including from all subconsultants, shall be invoiced no later than July 7 of each year to comply with the City's fiscal year end deadlines. After July 7, there shall be no further invoicing for services performed up to June 30.
2. Invoices shall be submitted to the City Project Manager, either electronically by email (preferred) or by mail.
 - a) Do not submit invoices directly to City of Santa Rosa Accounts Payable.
3. Consultant shall invoice only within the authorized limits of the contract.
 - a) The Consultant is responsible for providing written notification to the City Project Manager prior to proceeding with any service that the Consultant considers to be outside of the services outlined in the contract.
 - b) The Consultant shall be aware that a contract amendment can take up to three (3) months to fully execute, and therefore shall provide a minimum of three (3) months advance notice of any concerns about exceeding contract terms.

B. Minimum Information Required to be Provided Invoices

1. Consultant information
2. Invoice number
3. Invoice date
4. Project name
5. City project ID #
6. Contract number

Below is an example of the City's preferred invoice layout:

Task Description	Contract amount	Amount previously invoiced	Current amount invoiced	Total amount invoiced	% complete
(Task 1)	\$12,000	\$12,000		\$12,000	100
(Task 2)	\$13,000	\$4,825	\$2,287	\$7,112	54
(Task 3)	\$63,000	\$0		\$0	0
Reimbursables	\$2,000	\$423	\$92	\$515	26
Contingency	\$10,000	\$0		\$0	0
Total	\$100,000	\$17,248	\$2,379	\$19,627	20

Total amount due this invoice

\$2,379.00

Attach an invoice report which shall include:

- A summary of work performed during the invoice period.
- A summary of the firm's employees working on the project, number of hours for work performed during the invoice period, hourly rate, total amount for each employee.
- For subconsultants, attach the subconsultants invoice.
- Provide an updated project schedule when the project is more than 30 days past the consultant's previously submitted project schedule.

C. Use of Contingency

Contingency, if provided in the contract, is only to be utilized as authorized by the City Project Manager.

Consultant shall provide a not to exceed cost proposal for any additional service requested to be provided utilizing contingency.

Consultant shall receive written authorization from the City Project Manager to utilize contingency.

Once authorized, the Consultant shall add the task and not to exceed amount to the invoice summary and reduce the contingency line to reflect the remaining contingency.

Construction Management and Inspection Services (CM&I)

The City of Santa Rosa (City) requires construction management services to manage and expedite completion of construction projects within schedule and budget, and to the quality and standards described in the project specifications. The Construction Manager (CM) shall at a minimum achieve the requirements described in this section.

A. Documents Provided to the Consultant

1. Contract Documents as identified in the Project Specifications including Special Provisions and Project Plans.

B. General Requirements

1. Be a licensed architect, registered professional engineer, or licensed general contractor.
2. Ensure the contractor and their subcontractors adhere to all requirements of the Contract Documents, City of Santa Rosa Design and Construction Standards and the California Public Contract Code.
3. Be the primary point of contact and responsible for the contract administration, construction engineering, and engineering integrity of the project. The CM shall ensure the Contractor complies with the requirements of the contract documents.
4. Report directly to City Project Manager and act as a liaison between the City and all project stakeholders in order to accomplish the full project services intended by the City.
5. Act as the primary contact for the public during construction. Meet with property owners and businesses to keep them informed of anticipated construction activities. Address complaints by members of the public promptly. Follow up with the Contractor to ensure remediation, and keep the City informed.

C. Pre-Construction Services

1. Perform a value engineering and constructability review of the contract documents.
2. Attend a CM&I kick-off meeting led by City staff.
3. Assist in evaluating contractor bids, as necessary.
4. Document pre-construction existing conditions, including photographs, and documenting any existing damaged facilities within the construction limits.
5. Coordinate a pre-construction meeting with City, contractor, and other project stakeholders, including preparing an agenda and recording meeting minutes. At a minimum, the following shall be covered:
 - a) Project contacts, single point of contact, org chart and lines of communication
 - b) Project emergency contacts (CM&I consultant, City and Contractor)
 - c) Required submittals prior to construction start, submittal routing procedures and lead times
 - d) Contract highlights (days/hours of work, liquidated damages)
 - e) Order of work
 - f) Public considerations and safety
 - g) City Water Department procedure (if applicable)
 - h) Extra work procedure
 - i) Progress payments
 - j) Materials testing
 - k) Construction staking
 - l) Storm water best management practices
 - m) Utility coordination (if applicable)
 - n) Progress meetings and schedule
 - o) Accessibility (typically curb ramps, traffic signals, cross walks – no tolerances for non-compliance)

D. Construction Management Services During Construction

1. Oversee and ensure that all measures of the specific project's scope of services are completed in a timely and professional manner with an emphasis on providing the City with a high-quality project.
2. Coordinate project activities with Contractor, City staff, consultant inspector, special inspector, designer, utility companies, and other parties as required.
3. Ensure Contractor obtains all required permits, inspections, and permit finals.
4. Ensure Contractor provides required public and agency notifications for construction activities.
5. Provide, manage, coordinate, and ensure timely (targeting a maximum of five business days) response to all Requests for Information (RFI), shop drawings, product data samples, submittals, and Change Orders.
6. Submittal management:
 - a) Receive, stamp, and log submittals, and distribute them for review to the appropriate parties.
 - b) Monitor review of submittals to foster timely review and return of submittals to Contractor.
 - c) Review administrative submittals for conformance with Contract plans and specifications requirements and City standards.
 - d) Transcribe reviewer's comments and prepare duplicate copies for return to Contractor and distribution to project team.
 - e) Ensure all reviewed submittals are returned to Contractor and utilize the City-provided submittal stamp.
7. Receive, process, and distribute all Contractor correspondence. Coordinate with City (and other applicable parties as necessary) to recommend, develop, prepare, and transmit responses.
8. Maintain logs of requests for information, submittals, plan clarifications, field directives, claims, proposed change orders, final change orders. Maintain all documents generated for the project including, but not limited to, daily inspection reports, weekly statement of working/calendar days, requests for information, submittals, transmittals, inspection reports, permits, O & M Manuals, warranties, as-built record drawings, etc. Ensure City Staff receives copies of these documents.
9. Maintain a log of complaints including the date of the complaint, name of complainant, address, type of complaint, date Contractor was notified, and date complaint was resolved or what action was taken.
10. Establish and maintain project controls and provide administrative, management, and related services necessary to coordinate the work of the Contractor and all subcontractors to facilitate timely completion of the project in accordance with contract documents and City objectives.
11. Review, approve and sign Contractor's monthly progress report and payment request, and deliver to the City Project Manager.
12. Provide status updates to City on significant issues as they arise. Urgent/significant issues should be immediately provided to the City Project Manager with an email flagged and titled "No surprises."
13. Provide any contract administration documentation required by City, State, or Federal authorities.
14. Lead progress meetings, weekly construction meetings with Contractor and City Staff, and any other meetings with the Contractor and stakeholders including meeting invites, preparation of meeting agenda and minutes; and distribute to applicable entities (not just attendees).
15. Attend and assist in any public meeting necessary for the Project.
16. Respond within one business day to any public inquiry or complaint
17. Prepare and/or assist in preparation of final acceptance documents

E. Inspection Services During Construction

1. Provide a single, primary inspector for the duration of the project. Substituting an inspector may be allowed under special circumstances and only with ample notice and with written approval of the Project Manager.
 - a. For projects qualifying as an Essential Services Building as defined by Chapter 4 of the California Administrative Code, inspection services shall include a California Certified Inspector of Record
2. Ensure contractor compliance with Contract Documents and all applicable Codes, Laws, and Regulations throughout the course of the work. The inspector is not authorized to allow construction that is not compliant with Contract Documents or approve changes to the Contract Documents.
3. A complete and up to date copy of the Contract Documents, RFIs, submittals, field directives, and change

orders must be kept on-site at all times.

4. Prepare and maintain a photo log, including, pre-construction photos, pre-existing damage to site features, progress photos, inspection photos, and photos of completed work. Photos shall include wide angles depicting the overall project site and up-close detailed photos of construction and materials on site. Photo log shall be stored in a logical, organized manor and submitted to the Project Manager weekly, as well as, at the completion of the project. All photos must have a time and date stamp embedded on the photo.
5. Prepare and preserve a complete, accurate daily diary and inspection report. Daily reports shall utilize the City's template or approved alternative and contain information on date/time of inspection, weather, equipment on site (note whether in use or not), trades on site, employees and titles of workers on site, construction activities performed, conversations with the contractor, and any other information critical to documenting construction activities. The inspector shall sign the daily report.
6. Maintain on-site copies of project records (materials certificates, shop drawings, catalog items, manuals, and related items).
7. Review and ensure conformance with right-of-way and easement documents for conditions and restrictions.
8. Monitor project progress and maintain the schedule(s).
9. Maintain contact with all affected property owners and others affected.
10. Promptly advise higher authorities regarding any schedule or other progress problems or variances from the contract requirements.
11. Make a record of any disputes.
12. Monitor project safety and promptly document and report unsafe or life-threatening conditions.
13. Collect and document contractor's concrete and asphalt delivery tags.
14. Review payrolls and other labor documents for compliance with the contract.
15. Conduct, coordinate and/or arrange required testing to ensure compliance.
16. Reject work which does not comply with contract requirements and notify the City.
17. Issue notice to the contractor of deficiencies requiring correction.
18. Advise higher authority when basic contractual commitments are not being met and/or continued work will be substandard; recommend or issue stop work orders as provided in agency/owner policy or regulations.
19. Before Utility installations begin, prepare a field directive that gives the Contractor a hard copy of their pipe submittal, which shall include joint insertion instructions and a requirement that these instructions be shared with laborers doing the work. Inspector shall verify that these instructions have been provided to field laborers doing the work.
20. Take pictures daily (two photos minimum) of at least one pair of adjacent pipe joints installed on the day of inspection and include stationing of locations.
21. Inspector shall carry hard copies of all approved construction submittals onsite.
22. Administer approved change orders.
23. Ensure all work contractor is requesting for payment has been performed or materials are on hand.
24. Record work progress, as-built conditions, and other relevant data on the site drawing set.
25. Arrange and conduct the final inspection and punch list walk-through. Prepare the punch list and monitor completion or correction of items on the List.
26. Coordinate testing with City Materials Engineering and project team a minimum of two (2) business days in advance of requiring services.
27. Coordinate with City Storm Water Team for Low Impact Development (LID) feature inspection
 - a) Before close in (drainage pipe inspection)
 - b) At project completion
28. Coordinate with City Survey Team for construction staking requests, using the City form, a minimum of two (2) business days prior to requiring services.
29. Contract for and manage non-City supplied material testing and special inspection services.
 - a) Note: City materials testing services is limited to concrete and asphalt testing for the right of way, trench backfill compaction testing, and LID feature soils testing.
 - b) Coordinate testing and startup including efforts by Contractor, manufacturers, and City staff.
 - c) Coordinate the handling and/or disposal of contaminated or hazardous materials with the Contractor, disposal sites, and City staff if contaminated or hazardous materials are encountered during construction. Sign manifests, as necessary.

30. Storm Water compliance inspections

- a) For projects that require a Storm Water Pollution Prevention Plan (SWPPP), inspection services shall include a Qualified SWPPP Practitioner (QSP) to oversee the responsible implementation of the SWPPP
- b) Perform monthly storm water BMP inspections, required from September through April. Utilize the City's inspection form and deliver a copy to the City Project Manager.
- c) Perform a storm water BMP inspection, utilizing the City's form, two (2) days prior to any rain event where 0.25 inches of rain or more is forecasted
- d) Reinspect for compliance of any correction notices issued to the contractor

F. Public Relation Services During Construction

1. Act as the primary contact for the public during construction. Meet with property owners and businesses to keep them informed of anticipated construction activities which may affect them.
2. Address complaints by meeting with members of the public in a timely manner. Follow up with Contractor to resolve any complaints. Maintain a log of complaints which includes the date of the complaint, name of complainant, address, type of complaint, date Contractor notified, and date complaint resolved/action taken. Maintain a public project hotline, phone and email, to respond to concerns.
3. Ensure Contractor provides required public notifications for construction activities.
4. Attend weekly City/Contractor construction meetings.
5. Coordinate regularly with the City's Communications representative to provide updates on public relations activities. All print and digital materials must be submitted for review and receive approval from the communications representative prior to public distribution.
6. Support the execution of public meetings – virtual, in-person, or hybrid – by assisting with logistics, serving as facilitators or hosts as needed, and preparing presentation materials, maintain minutes, follow up contact with individuals, and post-event summaries.
7. Develop branded outreach tools, such as dedicated project websites, interactive maps, construction updates, FAQ's, social media content, and printed collateral (e.g. postcards, flyers, door hangers), to effectively communicate with stakeholders and provide regular construction updates.
8. Develop visual content—such as progress photos, videos, renderings, and drone footage—will be created to support communications efforts and keep the community informed and engaged.
9. Draft and distribute press releases to announce major milestones, such as groundbreakings, structural completions, and ribbon-cutting ceremonies, as necessary.
10. Coordinate interviews and media site visits in collaboration with City staff, monitor media coverage and public sentiment, and prepare official responses or talking points for use in the event of sensitive issues such as delays or safety incidents.
11. Support media relations and provide rapid response messaging in the event of urgent construction impacts or community concerns. All media responses must be coordinated with and approved by the City prior to release.
12. Monitor public feedback and media coverage throughout the duration of the project. An Issues Log will be maintained to track stakeholder concerns, and monthly progress reports will be delivered along with a final post-project evaluation to assess the effectiveness of the public relations program.

G. Constructability Review

1. Review of project plans, specifications, and other relevant documents.
2. Identification of potential constructability issues.
3. Development of a constructability review report, summarizing significant issues/findings and recommendations for improvement, if applicable.
4. Participation in meetings/discussions with the City, as necessary.

H. Reporting

1. Prepare 1-page weekly progress reports including items listed below. Include approximately two (2) photos. Submit to the City by Monday 12:00 pm the following week. Weekly reports may be posted to the City's public website.
2. Provide a list of key items of work completed during the week and expected work the following week.
3. Construction Manager shall review Inspector's daily construction reports and suggest edits where applicable. Initial reports to show that the document was reviewed and approved and submit copies of the previous week's daily reports.
4. Provide construction look ahead schedule.
5. Review/Prepare Weekly Statement of Working Days using the City's template.
6. Prepare and submit a monthly progress report describing key issues, recycled concrete and asphalt quantity, status of schedule, budget, payments, RFI's, submittals, claims, potential change orders, and change orders. The monthly progress report shall be due to City Engineer on the tenth (10th) of every month.
7. Inform the City, two days before the recording of CCTV videos of sewer main pipe, so that an inspector can watch the CCTV work being recorded and ask to pan joints on the video as needed.
8. Complete all documentation and coordination required for final acceptance and closeout of construction contracts.

I. Change Order and Claims Management

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

J. Project Closeout

1. Submit to City all electronic and paper records related to the project by USB flash drive.

K. Federally Funded Projects

1. Certified payroll
 - a) Collect unredacted certified payroll records and provide secured storage of records
 - b) Perform certified payroll interviews
2. Provide information and assistance to City Project Manager for grant reporting
3. Ensure contractor is performing work in accordance with grant requirements (for example: Buy America, DBE, Section 3)

L. Deliverables

1. Preconstruction
 - a) Constructability and value engineering plan review report
 - b) Photos
 - c) Preconstruction meeting coordination, agenda, and minutes

2. Construction

- a) Review, routing and return of RFI's, shop drawings, product data samples, submittals
- b) Draft all Change Orders using the City's template
- c) Logs for requests for information, submittals, plan clarifications, field directives, claims, proposed change orders, final change orders, complaints
- d) Review, sign, and submit to City Project Manager contractor's monthly progress payment request
- e) No surprises emails
- f) Construction photos (submitted weekly)
- g) Daily inspection reports (submitted weekly)
- h) Ensure the inspector is documenting daily photos of utility installations, with photos of at least one pair of adjacent pipe joints installed on the day of inspection.
- i) Staking requests submitted to City Survey Team with a copy to the City Project Manager
- j) Materials testing requests submitted to City Materials Lab with a copy to the City Project Manager
- k) Weekly progress reports
- l) Concrete and asphalt recycle report (submitted monthly)
- m) Weekly statement of working/calendar days (submitted weekly to the contractor with a copy to the City Project Manager)
- n) Monthly report
- o) Storm water inspection reports (submitted within one business day of inspection to City Storm Water team and copy to the City Project Manager)
- p) Special inspection reports
- q) (if applicable) Certified payroll collection, secured storage, and interview results report

SCHEDULE OF HOURLY RATES

July 1, 2025, through June 30, 2026*

PROFESSIONAL SERVICES

Principal Engineer	\$255 - \$300/hour
Supervising Engineer	\$215 - \$270/hour
Senior Engineer	\$200 - \$220/hour
Associate Engineer	\$180 - \$200/hour
Assistant Engineer	\$170 - \$190/hour
Junior Engineer	\$150 - \$175/hour
Senior Engineering Technician	\$170 - \$190/hour
Engineering Technician	\$155 - \$170/hour
Engineering Aide	\$125 - \$150/hour
Resident Engineer	\$190 - \$255/hour
Construction Manager	\$175 - \$260/hour
Assistant Construction Manager	\$160 - \$180/hour
Construction Inspector**	\$185 - \$210/hour
Construction Administrator	\$120 - \$145/hour
Building Plan Check Engineer/Architect	\$180 - \$220/hour
Building Official and/or CASp	\$200 - \$235/hour
Supervising Building Inspector	\$185 - \$215/hour
Senior Building Inspector	\$160 - \$190/hour
Building Inspector (I & II)	\$155 - \$170/hour
Supervising Plans Examiner	\$185 - \$215/hour
Senior Plans Examiner	\$160 - \$190/hour
Plans Examiner (I & II)	\$130 - \$165/hour
Supervising Permit Technician	\$165 - \$190/hour
Senior Permit Technician	\$140 - \$175/hour
Permit Technician (I & II)	\$125 - \$150/hour
Administrative	\$120 - \$145/hour
VEHICLE	\$20.00 - \$25.00/hour
MILEAGE	Federal Mileage Rate
OUTSIDE SERVICES***	Cost + 15%
MATERIALS***	Cost + 15%

- When applicable, mileage or vehicle rates will be charged, but not both. Vehicle hourly rate not subject to increase.
- * Hourly rates are subject to a 5% increase each fiscal year.
- ** Includes services subject to prevailing wage rates.
- *** Markups will not be included on Outside Services or Materials for state and federally funded projects.