

**CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010139-2016-29**

PROJECT NAME: **CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
COFFEY PARK AND FOUNTAINGROVE NEIGHBORHOOD ROAD
DISASTER RECOVERY**

CITY PROJECT MANAGER: **FELICIA ONG**

CONSULTANT PROJECT MANAGER: **MIKE JANET**

SCOPE OF SERVICE: See Consultant's Scope of Services/Proposal for Services and Fee Schedule dated **July 31, 2023**, attached as Exhibit B-1.

START DATE: **OCTOBER 2023**

COMPLETION DATE: **APRIL 2025**

CHARGE NUMBER FOR PAYMENT: **17607**

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: **\$1,562,459.00** FO GM
FO 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: _____
NATALIE ROGERS
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 31, 2023

Exhibit B-1

Felicia Ong
City of Santa Rosa
Transportation & Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Subject: Proposal to Provide Construction Management and Inspection Services for Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery

Dear Felicia:

The Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery project presents an opportunity to restore the roadways of the neighborhoods most devastated by the 2017 Tubbs fire. This paving restoration project is one of the final steps in the 6-year recovery process, and hopefully represents a measure of closure for the residents in the affected areas. Our team lives and works in Santa Rosa and has a genuine and vested interest in the community and the success of the City's projects. We understand the sensitivity and coordination required to complete this project successfully with minimal impact to the residents and businesses of Coffey Park and Fountaingrove. This project will require a coordinated effort by a team of local experienced professionals that have an in-depth understanding of the impact this devastating fire has had on the community. The City will need a construction management/inspection consultant that has project-specific experience, local knowledge and expertise, ample staff resources and is focused on creating a partnership built on collaboration, responsiveness and trust. With a long-term, successful track record serving the City of Santa Rosa, Coastland | DCCM offers just that.

Over the past 20+ years our firm has served as the City's trusted partner on numerous successful public works projects, acting as an extension of City staff and providing personal, flexible and responsive service. Our team members have built a productive, effective working relationship centered on clear communication and mutual trust.

For this project we have assembled a team of Coastland | DCCM staff and sub consultants with extensive experience covering all facets of public works projects and a very strong background in roadway repair. This team includes engineers and inspectors from our firm as well as sub consultants with a proven track record in labor compliance and federal grant/finance regulations, and as an optional service a certified arborist. Our team will partner with the City's Public Outreach Coordinator to provide community outreach support, understanding that each neighborhood will have different and specific needs, while Silveira Consulting will ensure labor and funding compliance, including Community Development Block Grant (CDBG) requirements. WRA will provide the services of a certified arborist, if necessary.

Coastland | DCCM offers a depth of staff to address the needs of this project. We will manage this project with a team of highly-experienced and qualified construction managers and inspectors from our Santa Rosa office. Should the need arise, we are supported by experienced inspectors from our Fairfield and Auburn offices as well. We understand that this project includes multiple locations with the potential to affect residents, neighborhood groups and community-based organizations, schools, youth and parents. Our team is prepared to implement all necessary strategies to reduce impacts to the greatest extent possible.

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

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

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

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

Please consider the following benefits of our team:

- ✓ **We'll make this project a priority** — Our firm offers a depth of available staff that will ensure your project gets the attention it deserves. We have also included sub consultants who have a proven track record in their respective fields and have experience working with our proposed team and the City of Santa Rosa on public works projects.
- ✓ **Long standing relationship and understanding of project needs** — Over the past 20 years, our firm has provided construction management and inspection services on roadway projects within Santa Rosa, including the R7 Access Road Stabilization Repair, the Santa Rosa Avenue Widening project and Piner Road and North Dutton Bicycle and Pedestrian Gap Closure. Our knowledge of the City, the project neighborhoods, and relevant state and federal processes and requirements will result in rapid response times and fewer demands on City staff time. We understand the needs of the City and the affected communities and what is required to ensure success on this project.
- ✓ **Local and experienced team** — Mike Janet, Principal and Construction Services Manager, will serve as the Principle-in-Charge and Construction Cost Estimator. Mike has been involved in the construction of more than 60 public works projects with Santa Rosa, including the Santa Rosa Avenue Widening project. Mike has in-depth knowledge of the City's organization and expectations and will utilize his experience to provide a cost-effective approach to this project. Mike can be reached at the office by phone (707.571.8005) or email (janet@coastlandcivil.com) to assist with questions regarding this proposal. Matt Vail, PE will serve as Construction Manager, providing construction management services, including meeting with the City as needed, and Clark Stauffer, EIT will provide construction management support. We propose four inspectors, DeWayne White, who will serve as lead inspector, Clive Sharrocks, Robert White and Ivan Ayres. These highly-experienced inspectors have worked on projects in the City of Santa Rosa and will provide thorough and complete inspection. We are committed to becoming an effective extension of Santa Rosa's staff and are ready to collaborate with all project stakeholders.
- ✓ **Well founded and dependable** — We have provided similar services to public agencies in northern California for over 31 years. 94% of our work is from repeat clients, attesting to client confidence and satisfaction.

Coastland | DCCM has no edits to the Construction Management Services Terms or the Construction Inspection Services Terms. We are in receipt of Addendums 1-4. Per the RFP, our fee proposal is submitted as a separate PDF file. This proposal and its associated costs shall remain a firm offer for a period of 90 days from the submission deadline of the proposal.

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

Sincerely,
Coastland Civil Engineering, LLP



John Wanger, PE
CEO
wanger@coastlandcivil.com



Mike Janet
Construction Services Manager
janet@coastlandcivil.com

SCOPE OF SERVICES

Per the RFP and based on our understanding of the City's needs, our proposed scope of services based on the APWA publication, "Management of Public Works Construction Projects," is as follows:

To successfully deliver public work projects our team focuses on:

1. Quality of the work;
2. Teamwork and trust;
3. Managing scope, budget and quality in delivering a successful project;
4. Clearly defined roles and responsibilities;
5. Adherence to the contract requirements and applicable regulations;
6. The quality of the contract plans and specs is critical;
7. Transparency in the administration of the contract;
8. Attention to detail and complexity of the project;
9. Fair assignment of risk;
10. Proactive claims avoidance.

CONSTRUCTION MANAGEMENT

A. GENERAL

1. Per California Government Code Section 4525-4529.5, Construction Manager (CM) shall be a licensed Architect, registered engineer, or licensed general contractor.
2. The CM is the primary point of contact and is responsible for the contract administration. The CM must ensure the contractor complies with the requirements of the contract documents.

B. PROJECT COORDINATION AND CORRESPONDENCE

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

C. REPORTS

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

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

D. SUBMITTAL MANAGEMENT

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

"CITY OF SANTA ROSA

No exceptions

Make Corrections Noted

Revise and Resubmit

Not Reviewed

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

By _____ Date _____"

E. CHANGE ORDER AND CLAIMS MANAGEMENT

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

CONSTRUCTION INSPECTION

A. DELIVERABLES / DOCUMENTATION

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

B. RESPONSIBILITY AND DUTIES

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

C. PUBLIC RELATIONS

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

SUBCONSULTANTS

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



SILVIERA CONSULTANTS *DBE

Silveira Consulting provides Labor Compliance Monitoring for State and Federally funded projects statewide. Our funding expertise includes but is not limited to SWRCB SRF, FHWA, PTSMIA, Prop. 84, Prop. 1, HUD, CDBG and the Caltrans Local Assistance Procedures Manual (LAPM). In addition, we also specialize in assisting our clients in the preparation and submission of the LCP Application and Program Manual for approval by the Department of Industrial

Relations for Prop. 84 related projects. Silveira Consulting is located in Northern California and is a woman owned, DBE Company (firm # 43320).



WRA ENVIRONMENTAL CONSULTANTS

WRA is an environmental consultancy that's making a net positive impact. They are proud to be an employee-owned, certified small business (SB-PW ref. #13333) with 100 team members working from four offices in California, and a growing distributed workforce throughout the West. As a tenacious team of

planners, engineers, and scientists, they partner with public agencies, non-profits, and private entities on multidiscipline projects. With more than 40 years of experience in California's diverse ecoregions, they have an in-depth understanding of the unique habitats throughout the state and the growing needs of local communities.

WRA has provided environmental consulting services to the City of Santa Rosa on several projects including the Biological Resource Assessment for the Los Alamos Trunk Sewer Replacement.

Should it be necessary, WRA will take on the role and responsibilities of certified arborist providing consultations for tree protection and root pruning during trenching operations.

WORK PLAN

PROJECT UNDERSTANDING

Coastland | DCCM proposes to provide construction management and inspection services to the City of Santa Rosa for the Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery project. This project will rehabilitate approximately 33 miles of City residential streets that were damaged as result of debris removal activities in Coffey Park and Fountaingrove neighborhoods following the 2017 Tubbs Fire. Two treatment options are proposed for streets included in this project, 1) mill and fill asphalt replacement and 2) digout repairs with a slurry seal. Treatment type for any given street is dependent on roadway condition. Additionally, curb ramps on streets that are milled and filled will be modified to achieve ADA compliance to the extent possible. Having attended the Pre-Bid Conference, we understand that the City wishes to complete the work in Coffey Park before moving on to Fountaingrove. Given the scope of the work we anticipate that the contractor will have concurrent or multiple paving operations throughout the project.



PUBLIC OUTREACH

Due to the large area of northwest and northeast Santa Rosa that is included in the project boundary, a significant number, if not the majority, of Santa Rosa's residents and businesses will be affected by this project. Effective public outreach will be a critical part of this project's success. Our team will partner with the City's Public Outreach Coordinator to assist with the public outreach program with the understanding that each neighborhood will have different and specific needs.

COORDINATION WITH CITY MATERIALS LAB

Per Addendum 1 of the RFP, the City's Material Lab will be performing all special inspection and materials testing. This will require daily coordination and scheduling between the CM team and the City Lab to ensure that the City inspection staff is available and on-site during construction. The weekly project construction meeting will always include a discussion of current and upcoming construction activities and the City Lab resources that will be required on site. Coastland | DCCM has worked closely and successfully with the City Lab over the past 20 years. Our understanding of the Lab's processes and procedures will provide for seamless collaboration between our teams.

TRAFFIC CONTROLS

We understand the critical public safety issues related to traffic controls, specifically providing motorists and pedestrians clear directions regarding lane closures, detours and delays. Our staff has extensive experience in the preparation of traffic control plans and the implementation, monitoring and maintenance of traffic controls. Coastland | DCCM will ensure that the contractor properly implements and maintains ADA compliant pedestrian access, temporary construction signs, placement of Portable Changeable Message Signs (PCMS), flagging and traffic controls and signage. The layout of the streets and the

boundary created by the SMART railway will impact traffic movement in the Coffey Park area. In Fountaingrove, access to the Fountaingrove Parkway is also critical to traffic movement. These constraints will require the contractor to provide a well thought out and detailed traffic management plan that will provide residents with ingress and egress from both the Coffey Park and Fountaingrove neighborhoods throughout the paving operations. Coastland | DCCM will actively participate in the development of the traffic management plan.

CONSTRUCTION IN RESIDENTIAL NEIGHBORHOODS

Coastland | DCCM will partner with the City to 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 team will manage day-to-day outreach services and monitor team communications. Our Construction Management team, Mike Janet and our inspectors, will proactively meet with property owners prior to and during construction to address any concerns from those affected by the project. We will monitor traffic control and flagging procedures to ensure construction proceeds smoothly and public impact is minimized. Accordingly, we will keep all residents and businesses informed of construction status by issuing notification letters. Our Construction Manager will also make introductions to the affected properties and provide his 24-hour contact phone number as appropriate. We will ensure that the contractor provides advanced notice to residents and businesses, as required by the specifications, regarding utility service outages.

PROJECT APPROACH

Coastland | DCCM's overall approach to this project focuses on partnering with the City and the community directly affected by the project. The partnership with the City will be accomplished by keeping the City informed regarding costs, changes, public relations, and construction progress. From the onset of the project our focus will be on partnering with those both impacted by and benefiting from the project. Our team will establish lines of communication and foster good relationships with stakeholders. Our standard project management processes are aligned with the APWA guideline for Construction Project Management.

PAVEMENT PRESERVATION

As you'll see in our Reference Projects beginning on page 13, our team has a documented track record for delivering quality pavement restoration and preservation projects. Given the projected start date of this project and the effects weather and temperature have on slurry application, steady progress by the contractor will be necessary to avoid a possible winter pause. Coastland | DCCM will closely monitor and report on the contractor's progress and any potential schedule risks.

Our staff has extensive experience in managing and inspecting roadway improvement projects. We understand the critical public health and safety impacts traffic controls can have on motor vehicle traffic and bicycle and pedestrian traffic as well. We have proposed an experienced staff with expert knowledge of the means and methods required for roadway rehabilitation and pavement restoration. **We have worked on many projects requiring coordination with the City of Santa Rosa's Traffic and Road Maintenance staff and understand the need for thorough quality control oversight at each stage of a restoration project.** We are sensitive to the public needs and the requirement to minimize impacts on these residential areas and will work diligently to keep businesses and residents adjacent to the project area informed of planned construction activities.

As part of our public relations program, we will distribute notices and meet with the businesses and residents within and adjacent to the project limits. We will contact the affected residents prior to any traffic disruptions and delays, lane closures and detours, or parking prohibitions. Proactive public outreach efforts are imperative to minimizing public inconvenience. We understand the importance of nurturing trust with the public by promoting open communication throughout construction, especially on a project with the potential to significantly impact local businesses. One of our inspector's key responsibilities will be to ensure

sidewalks and driveways are kept open to maintain access to businesses.

WEB BASED DOCUMENT MANAGEMENT CMIS

Coastland | DCCM will set up the project document database using a commercially available web-based document management system (CMIS) and will create user accounts for the project team to enable access to project documents in real time. Our team has the demonstrated ability to complete inspections, quantity tracking and extra work tracking efficiently and on-time through the use of CMIS. Our construction inspectors are well versed with CMIS as Coastland | DCCM has been utilizing this construction management tool for a number of years, including the corrective action/punch list modules.

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

| ISSUE | SOLUTION |
|---|--|
| Public Outreach to Mitigate Public Inconvenience and Increase Public Safety | <ul style="list-style-type: none"> • We estimate there are approximately 10 HOA's in the area. Creating relationships with them will be imperative in order to communicate project information. • Communication with the residential and business community, using door hangers and door-to-door visits when practical. • Distribute a project business card with Coastland DCCM and contractor contact information. • Well-planned and implemented traffic control 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. This plan will be shared with affected HOA's, residents and businesses. |
| Coordination and Scheduling with City, Stakeholders and Other Agencies | <ul style="list-style-type: none"> • There are currently multiple residential construction projects in Coffey Park and Fountaingrove, access coordination is key. • Sensitivity to new and returning homeowners who may have just returned home. • Coordination with PG&E – still installing joint trenches in both neighborhoods. • Coordination with all service providers (e.g., transit service including City and County busses, 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. • Coordination with Fire Department and City services. There are numerous water storage tanks and pump stations in the Fountaingrove area. The Fire Department must be kept informed of potential access issues during paving operations. • Thorough knowledge of traffic patterns and flows to mitigate traffic congestion in coordination with the City's Traffic |

| | |
|--|---|
| | <p>Department.</p> <ul style="list-style-type: none"> • Close schedule coordination with the City's materials testing lab for material sampling throughout the construction of the project. |
| <p>Environmental Monitoring and Protection of Storm Drains and Waterways</p> | <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 on 4th Street and Montgomery Drive is adjacent to Santa Rosa Creek and will require close monitoring to protect this sensitive waterway. |

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

Coastland | DCCM's proposed inspectors, DeWayne White and Clive Sharrocks, each have over 39 years of experience that includes building relationships and coordinating with contractors, clients, and stakeholders.



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

Municipal engineering and construction management services are the core of our business. Having provided day-to-day municipal engineering services to many cities within Sonoma County, our team has hands-on, practical experience that allows them to address problems and issues that may arise with insight and experience other consultants may not have. If selected for these services, we will build upon our existing knowledge of Santa Rosa and apply our extensive construction inspection experience to ensure the project's success. Our team's focus is effective communication and positive project progress. We are excited about this opportunity, and we look forward to working with the City of Santa Rosa on this project.

INSPECTION REPORT EXAMPLE



COASTLAND CONSTRUCTION MANAGEMENT ASSISTANT RESIDENT ENGINEER'S REPORT

03-09-2022 Repairs at Hot Springs Rd, Cherry Creek Rd...Project: 10-4722 | Print Date:

| | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|-------------|--|---|-------------------------------|-------------------------------|------------------------|--|--|--|----------------------------|--------------------|--|--|------------|---|---|---|----|---|---|
| LOCATION: | | Hot springs road | | | | | | | | | | | | | | | | | | |
| DESCRIPTION OF OPERATION: | | Drill, set, pour beams | | | | | | | | | | | | | | | | | | |
| SAFETY ISSUES: | | None | | | | | | | | | | | | | | | | | | |
| JOB STAMP: | | Roadway Repairs at Hot Springs Rd, Cherry Creek Rd and Mill Creek Rd | | | | | | | | | | | | | | | | | | |
| WSWD: | | Working Day | | HOURS AND ITEM NUMBERS | | | | | | INSPECTOR: | | DeWayne White | | | | | | | | |
| USER HOURS: | | 8.0 | | TRAFFIC CONTROL FLAGGING | STEEL SOLDIER PILING (W12X87) | IDLE / DOWN / OFF SITE | | | | | | DATE: | | 03-09-2022 | | | | | | |
| SHIFT HOURS: | | 0700 to 1530 (8) | | | | | | | | | | DAY | | S | M | T | W | TH | F | S |
| O.T. HOURS: | | 1530 to 1630 (0) | | | | | | | | | | | | | X | | | | | |
| REPORT NO: | | DE232 | | | | | | | | | | | | | | | | | | |
| EQUIPMENT AND / OR LABOR | | | | | | | | | | WEATHER: | |  Current Temp: 46 °F W: NORTH 6.9 L: 37 °F H: 69 °F | | | | | | | | |
| CONTRACTOR EQUIPMENT | | | | | | | | | | CONTRACTOR EMPLOYEE | | | | | | | | | | |
| EQ. NO. | MAKE | DESCRIPTION | 3 | 27 | 0 | | | | | | EMPLOYEE | TITLE | | | | | | | | |
| Argonaut Constructors | | | | | | | | | | | | | | | | | | | | |
| Pick Up | Chev | Pickup | | 9 | | | | | | | Santiago, D. | Foreman | | | | | | | | |
| L-35 | John Deere | Skip Loader | | 9 | | | | | | | Grant, Rodney | Operator | | | | | | | | |
| | | | | 9 | | | | | | | Sanchez, N. | Laborer | | | | | | | | |
| | | | | 9 | | | | | | | Osegura, Jose | Laborer | | | | | | | | |
| | | | | 9 | | | | | | | Cardenz, J. | Laborer | | | | | | | | |
| | | | | 9 | | | | | | | Diaz, Anthony | Laborer | | | | | | | | |
| L-39 | John Deere | 644 Wheel Loader | | 9 | | | | | | | | | | | | | | | | |
| | | | | 9 | | | | | | | Hernandez, Ernesto | Laborer | | | | | | | | |

Inspector: DeWayne White Report Date: 03-09-2022 © c-mis.com



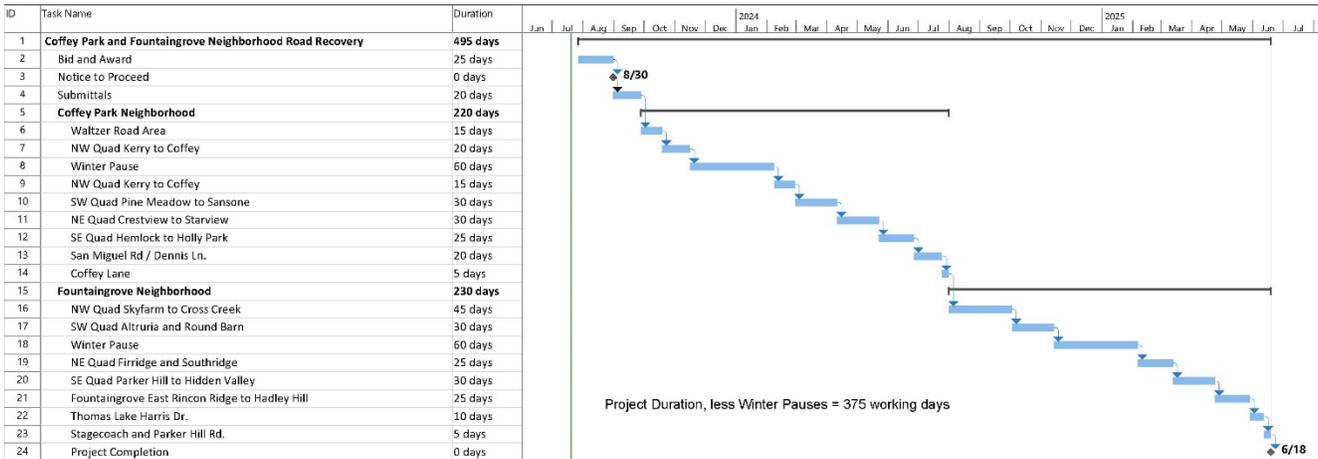
COASTLAND CONSTRUCTION MANAGEMENT ASSISTANT RESIDENT ENGINEER'S REPORT

03-09-2022 Repairs at Hot Springs Rd, Cherry Creek Rd...Project: 10-4722 | Print Date:

| | | | |
|---|-------------------------------|-----------------|-----------------|
| Argonaut Constructors | | | |
| PCDC drill #6 hole set beam, pour concrete from Shamrock. begin at 7:30 am keep drilling on #6 move to #8 SET BEAM AND POUR AT 2:30PM Pre drill #6 for tomorrow. Argonaut support drilling. Flaggers control cars thru the site. | | | |
| Misc / Visitors / Instructions to Contractor | | | |
| ITEM # | ITEM DESCRIPTION | LOCATION | QUANTITY |
| 3 | TRAFFIC CONTROL FLAGGING | | FA |
| 27 | STEEL SOLDIER PILING (W12X87) | | LF |
| SIGNATURE: | | NAME: | DeWayne White |

Inspector: DeWayne White Report Date: 03-09-2022 © c-mis.com

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.



WORK ESTIMATE

C02258 Coffey Park & Fountaingrove
Neighborhood Road Disaster Recovery

PROPOSAL FOR CM & INSPECTION SERVICES

City of Santa Rosa

| TASK INFORMATION | | | | | | | | | | HOURS AND COST INFORMATION | | |
|---|---|--------------------|-----------|-----------|-----------|--------------|--------------|--------------|--------------|----------------------------|--------------------|---|
| Task No. <small>(Coastland Code)</small> | Task Information | Principal Engineer | PM/CM | RE | Inspector | Inspector #2 | Inspector OT | Project Eng. | Direct Costs | Total Hours | Total Costs | Comments |
| | | \$235 | \$200 | \$195 | \$190 | \$180 | \$265 | \$170 | | | | |
| 1 | Pre-Construction Meeting | | 4 | 8 | 4 | | | 6 | | 22 | \$4,140 | Agenda/conduct meeting |
| 2 | Site Visit & Documentation | | 4 | | 32 | | | 8 | | 44 | \$8,240 | Job walk/photos/Meet with City |
| 3 | Project Start-Up | | | 16 | 16 | | | 8 | | 40 | \$7,520 | Assemble filing |
| 4 | Daily Field Inspections & Documentation | | 45 | | 1,213 | 1,128 | | | | 2,386 | \$442,510 | Based on 282 working days |
| 4a | Overtime Inspection | | | | | | 200 | | | 200 | \$53,000 | |
| 4b | Materials Testing Services | | | | | | | | | 0 | \$0 | Services Provided by the City of Santa Rosa |
| 5 | Progress Meetings/Other Mtgs | | 80 | 120 | 120 | | | 80 | | 400 | \$75,800 | Assume attendance @ 60 mtgs (CM & Inspector) |
| 6 | Status Reports & Documentation | | | 100 | 160 | | | 120 | | 380 | \$70,300 | Review progress/documentation |
| 6a | Reports | | | 80 | 185 | | | 80 | | 345 | \$64,350 | Sr/Daily Updates to City |
| 6b | Submittal Management | | | 60 | 40 | | | 80 | | 180 | \$32,900 | Based on 20 submittals |
| 6c | Requests For Information | | 40 | 60 | 80 | | | 60 | | 240 | \$45,100 | Based on 15 RFI's |
| 6d | Change Order Management | | 40 | 60 | 80 | | | 40 | | 220 | \$41,700 | Based on 5 change orders |
| 7 | Construction Management | | 423 | 564 | | | | 141 | | 1,128 | \$218,550 | |
| 7a | Labor Compliance | | | 24 | 10 | | | 10 | \$47,000 | 44 | \$55,280 | Silveira Consulting |
| 8 | Cost and Schedule Management | | 20 | 80 | 120 | | | 60 | | 280 | \$52,600 | Based on 17 monthly payments & CPM updates |
| 9 | Public Relations & Outreach | | 60 | | 80 | | | 40 | | 180 | \$34,000 | |
| 10 | Conflict Resolution & Claim Management | 4 | 40 | 60 | 60 | | | 40 | | 204 | \$38,840 | |
| 11 | Utility Coordination | | | 24 | 60 | | | 20 | | 104 | \$19,480 | Coordination/spot inspection |
| 12 | Post Construction Meeting | | 4 | 8 | 8 | | | 6 | | 26 | \$4,900 | Walk through |
| 13 | Project Closeout | | 20 | 40 | 40 | | | 40 | | 140 | \$26,200 | As-builts/files |
| | Consulting Arborist (Optional) | | | | | | | | | | | Time & Materials (\$210/hour) |
| | Photographs & video | | | | | | | | \$250 | | \$250 | |
| | Vehicle/Equipment expenses | | | | | | | | \$63,000 | | \$63,000 | 4,200 hours x \$15/hr= \$63,000 |
| | Total Hours | 4 | 780 | 1,304 | 2,308 | 1,128 | 200 | 839 | | 6,563 | | |
| | Subtotal | \$940 | \$156,000 | \$254,280 | \$438,520 | \$203,040 | \$53,000 | \$142,630 | \$110,250 | | \$1,358,660 | |
| | Contingency (15%) | \$141 | \$23,400 | \$38,142 | \$65,778 | \$30,456 | \$7,950 | \$21,395 | \$16,538 | | \$203,799 | |
| | Additional 90 Calendar Days Construction Extension | | | | | | | | | | \$410,928 | Fee as requested in RFP, for informational purposes. Not included in Project Total. |
| | Project Total with 15% Contingency | \$1,081 | \$179,400 | \$292,422 | \$504,298 | \$233,496 | \$60,950 | \$164,025 | \$126,788 | | \$1,562,459 | FO |

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

- 1 Based on 282 of actual working days.
- 2 Based on one and a half full time inspection at 40 hours per week during construction. 200 hours of overtime have been included for typical overruns.
- 3 Based on a part time CM, RE, and Project Engineer.
- 4 Based on an estimated number of RFI's, change orders and submittals shown above.

August 10, 2023

Felicia Ong
City of Santa Rosa
Transportation & Public Works Department
69 Stony Circle
Santa Rosa, CA 95401

Subject: Proposal to Provide Construction Management and Inspection Services for Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery

Dear Felicia:

Thank you for providing us with the opportunity to present our cost proposal for the City's Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery project. Based on the Scope of Services detailed in our proposal, we have prepared a comprehensive budget that identifies staffing rates, total hours and costs per task and direct expenses.

We propose to provide our services on a time-and-materials basis with a not-to-exceed amount. Our proposal is based on a project duration of 282 working days. This includes full time inspection at 40 hours per week during construction with an additional part time inspector and part time construction management and project engineering. We are including 200 hours of overtime inspection to cover typical overruns.

Our proposal also includes factors such as attending meetings, project closeout and vehicle costs. Based on these items, we estimate the **not-to-exceed fee to be \$1,358,660** (see *Work Estimate* on following page). If the contract time extends beyond 282 working days, or the scope or level of services change, our costs may also increase. Similarly, if the contract time is reduced, charges will decrease accordingly.

Our proposal also includes requested contingency funds and time extensions for unanticipated extra work which shall be utilized only with prior written approval from the City's Project Manager.

- Contingency funds: \$203,799

The total cost with the 15% contingency funds is \$1,562,459.

Per the RFP we have shown a fee of \$410,928 for the additional 90 calendar days construction extension. We have not included this fee in our Project Total but are happy to should the City desire.

This cost proposal shall remain a firm offer for a period of 90 days from the submission deadline of the proposal. We thank you for this opportunity and look forward to working with you.

Sincerely,



John Wanger, PE
CEO

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1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
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Construction Manager

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420 Executive Court North, Ste. G
Fairfield, CA 94534
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A010139-2016-29 CM and Inspection Services for Coffey Park and Fountaingrove Neighborhood Road Disaster Recovery

Final Audit Report

2023-08-28

| | |
|-----------------|--|
| Created: | 2023-08-28 |
| By: | Joyce Brandvold (JBrandvold@srcity.org) |
| Status: | Approved |
| Transaction ID: | CBJCHBCAABAArAmyvEryywG6KcOekQpdoCpv_5F0bBcy |

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