

**CITY OF SANTA ROSA TRANSPORTATION AND PUBLIC WORKS
PROJECT WORK ORDER NO. A010146-2016-17**

PROJECT NAME: **CONSTRUCTION MANAGEMENT & INSPECTION FOR NORTH TRUNK
SEWER REPLACEMENT- MENDOCINO AVE TO TERRA LINDA DR**

CITY PROJECT MANAGER: **GREG DWYER**

CONSULTANT PROJECT MANAGER: **LIZ ELLIS**

SCOPE OF SERVICE: See Consultant’s Scope of Services/Proposal for Services and Fee Schedule dated **June 23, 2020**, attached as Exhibit B-1.

START DATE: **AUGUST 2020**

COMPLETION DATE: **DECEMBER 2022**

CHARGE NUMBER FOR PAYMENT: 55714	10%	\$ 57,838.10
70640	90%	<u>\$520,542.90</u>

NOT-TO-EXCEED AMOUNT FOR THIS WORK ORDER: **\$578,381.00**  

TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the “Master Professional Services Agreement with Green Valley Consulting Engineers, Agreement No. A010146,” dated October 11, 2016, which is hereby incorporated and made part of this Project Work Order. In the event of a discrepancy or conflict between the terms and conditions of the Project Work Order and the Master Agreement, the Master Agreement shall govern.

CITY OF SANTA ROSA,
A Municipal Corporation

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

Date: _____

Green Valley Consulting Engineers,
A California corporation

By: 

Name: Liz Ellis
Title: President

Date: Jul 30, 2020

By: 

Name: Sandy Seekins
Title: Secretary

Date: Jul 30, 2020

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



Scope of Services

Scope of Services

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

Task No 1 - Pre-Construction Meeting & Photos

Pre-construction services will include logistics, coordination, and pre-construction meeting with the Contractor, City, utility companies, City Fire & Police, speciality inspectors, and any other project stake holders that the City would like to invite. Prior to the pre-construction conference Green Valley will review the contract documents for relevant discussion points such as haul routes, permit compliance, tree and landscape protection, traffic control concerns, and contaminated soils.



Project "Hot" Buttons

- Significant trench and shoring measures required for OSHA compliance
- Most work in Creek vicinity needs to be completed from June 15 to Oct 15
- Potential for contaminated soil
- Truck haul routes in neighborhood
- Significant traffic control operations

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

- Produce pre-construction conference invitations, agenda items, and meeting minutes. Agenda items include lines of communication, public relations, pedestrian and site safety, submittals, change procedures, payments, progress schedules, contract time, requests for information, and other applicable items including that of minimizing impacts to the neighborhood during construction



Scope of Services

- Pre-construction digital photos and video of the project site with particular emphasis on existing creek features to be avoided, and adjacent roads to be used as haul routes to hold Contractor responsible for any pavement damage.
- Set up the project files in accordance with the City's standard formats for administration
- Develop and distribute a project submittal log and discuss "order of work" requirements

Task No. 2 - Submittal Management

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

GREEN VALLEY CONSULTING ENGINEERS
SUBMITTAL REVIEW

NO EXCEPTION TAKEN REVISE AS NOTED AND RESUBMIT
 MAKE CORRECTIONS NOTED (NO RESUBMISSIONS REQUIRED) REJECTED - RESUBMIT

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

INITIAL: _____ DATE: _____

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

Task No. 3 - Schedule Management

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

Managing the Contractor's schedule is mandatory on this assignment due to the location and need to expedite the project progress to minimize impacts to the travelling public, as well as the assumption that it will likely span multiple years due to winter shutdowns and possible Fire Season and power outage impacts.

Task No. 4 – Daily Field Inspection & Documentation

Green Valley's inspector will provide daily, on-site inspections of the construction activities to ensure that the Contractor's work conforms to the contract documents and the City of Santa Rosa Design and Construction Standards. The on-site inspector will provide documentation of the work on daily inspection reports. The inspection reports



Scope of Services

include documentation of construction activities, proposed change orders and notice of potential claims, critical conversations, safety issues and accidents, extra work in progress, materials testing performed, information for “as-built” drawings, quantities for progress payments, environmental concerns, and visitors to the project site. Daily inspection reports will be submitted to the City on a weekly basis for the previous week’s work by Noon on Monday. Green Valley will also document the work in progress with digital photos and video. Photos and videos will be submitted to the City on a monthly basis. Other important tasks of the on-site inspector include public relations, safety, and keeping the CM/City informed of work progress.

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

Task No. 5 - Requests for Information (RFI)

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

Task No. 6 – Construction Management

The Construction Manager team will take responsibility for the oversight of the Project and ensure that the construction and contract administration is performed in compliance with the project plans and specifications. They will be responsible for the following items, at a minimum:

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

Task No. 7 - Change Order Management

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



Scope of Services

Task No. 8 - Payment Management

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

Task No. 9 - Progress Meetings

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

Task No. 10 – Public Relations & Notifications

An approved upon Public Relations (PR) program will be implemented at the start of the project via an outside consultant that outlines the roles and responsibilities of the various team members. A successful PR program will address the various

questions and concerns of both the adjacent residential and businesses as well as keeping public officials and stakeholders apprised of key project construction details throughout the life of the project. We will assist as needed on any of the services that are anticipated to be a combination of the following:

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

We feel it would be the interest of everyone that the immediate project limits be walked at the start of the assignment with a door to door "meet and greet" of City representative and our CM/ Inspection team. We would review key schedule milestones, impacts to individual yards and to leave contact numbers in case of emergencies, concerns, etc. While this may take time up front we believe it will pay off during the construction period.





Scope of Services

Task No. 11 - Reporting

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

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

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



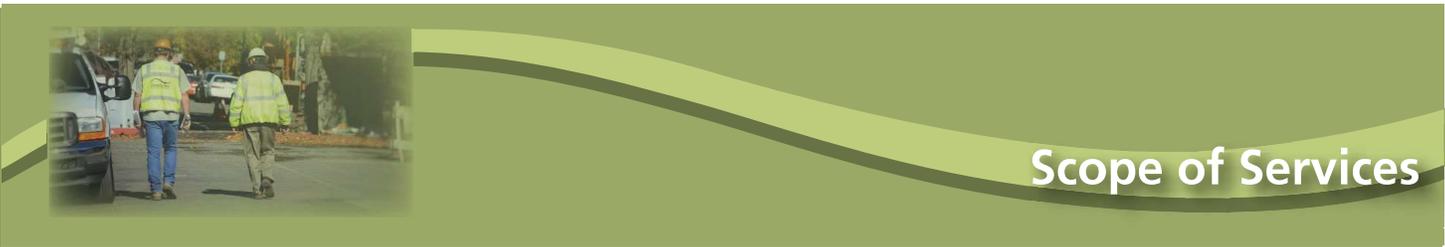
The Construction Manager/Inspector will be in contact with our Inspector on a daily basis and will copy the City's designated Project Engineer via email on all critical issues as they happen. We will take the lead from the City representative as to the frequency and format of communication desired.

Task No. 12 - Conflict Resolution and Claims Avoidance

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

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

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



Scope of Services

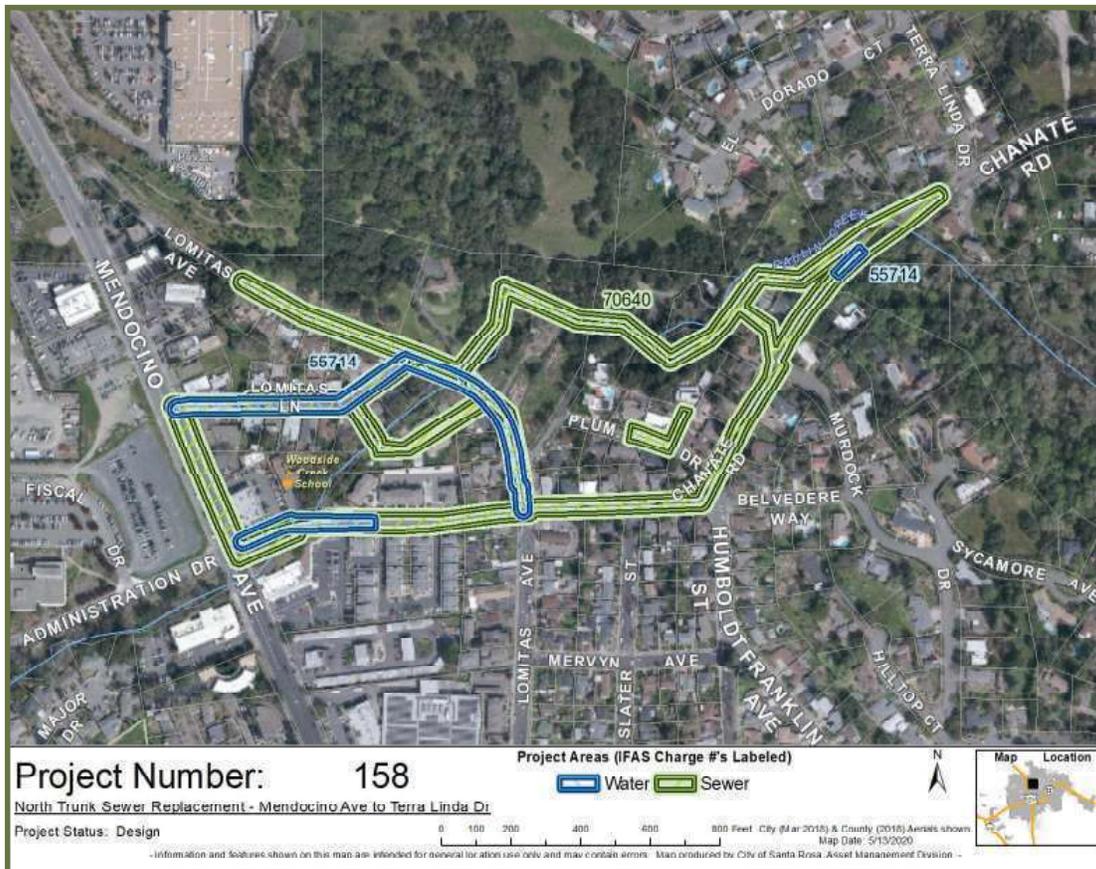
We have exceptionally experienced claims analyst personnel on staff with years of experience gained working directly for large scale Contractors in the same capacity. This depth of experience gives our clients, and project teams the knowledge to know exactly what a legitimate claim is and what a true and fair price for compensation is. Our staff members are extremely knowledgeable of contract law giving us an excellent negotiating stance for the City's benefit.

Task No. 13 – Closeout & Record Drawings

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

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

- Record drawings and project photos
- All contract files and records
- Electronic files in CD format



Detailed Fee Estimate for Construction Management & Inspection



Client Name: City of Santa Rosa
 Project Description: North Trunk Sewer Main Replacement
 Project Number:

Date: June 22, 2020

Classification: Hourly Rates:	Project Manager		Construction Manager		Inspector		Inspector OT		Construction Inspector Night		Construction Inspector Night OT		CM/Admin Asst.		Direct Costs		Total Hours		Total Costs		Remarks	
	\$200	\$210	\$155	\$175	\$185	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210	\$210
Task 1 - Pre-Construction Meeting & Start up	8	40	40											24				112	\$18,240			
Task 2 - Submittal Management																		0	\$0			
Task 3 - Schedule Management																		0	\$0			
Task 4 - Daily Field inspection & Documentation			1600	200	80									100				1,980	\$306,300			Based on 8 hrs/day for 200 days
Task 5 - Requests for Information (RFI)																		0	\$0			
Task 6 - Construction Management	40	600												100				740	\$142,500			Based on 3.5 hrs/day for CM for 200 days
Task 7 - Change Order Management																		0	\$0			
Task 8 - Payment Management																		0	\$0			
Task 9 - Progress Meetings																		0	\$0			
Task 10 - Public Relations and Notifications																		0	\$0			
Materials Testing																		0	\$0			
Task 12 - Claims Avoidance & Conflict Resolution (T&M As Needed)																		0	\$0			
Task 13 - Closeout & Record Drawings	4	60	20											40				124	\$19,900			
Vehicle																			\$16,000			Vehicle charge of \$8/hr
Contingency (15%)																			\$75,441			15% Contingency
Hours Total	52	700	1,660	200	80	0	0	0	0	0	0	0	264	0	0	0	2,956	\$578,381	\$91,441	\$578,381	Total Not-To-Exceed Cost	
Cost Total	\$10,400	\$147,000	\$257,300	\$35,000	\$14,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,440	\$0	\$0	\$0	\$22,440	\$16,000	\$75,441	\$578,381	\$578,381	Total Not-To-Exceed Cost

GD
 MC

* We do not charge a mark-up on our subconsultants



Restoring Yesterday . . . Creating Tomorrow

municipal engineering
civil engineering
construction management
construction inspection

FEE SCHEDULE GREEN VALLEY CONSULTING ENGINEERS

Hourly Rates

(Effective January 2020)

*Prevailing wage rates subject to DIR increases

Principal	\$225
Project Manager	\$150-\$225
Project Engineer	\$135-\$210
Staff Engineer	\$125-\$165
Survey Crew	\$180-\$240
Professional Land Surveyor	\$150
Construction Manager	\$155-\$225
Assistant Construction Manager	\$150-\$215
Construction Inspector	\$125-\$175
Construction Inspector II Overtime	\$160-\$185
Construction Inspector II Night	\$160-\$210
Prevailing Wage Overtime	\$160-\$185*
Prevailing Wage Double Overtime	\$210*
Prevailing Wage Night	\$165-\$180*
Prevailing Wage Night OT	\$185-\$205*
Prevailing Wage Night OT Double	\$235-\$250*
Field Personnel	\$95-\$125
CAD Technician	\$115-\$145
Administration/Word Processing	\$75-\$100
Vehicle Rate	\$8.00/hour

Employee time will be billed in accordance with the fees listed above. For non-professional employees, time spent over 8 hours per day, time spent on evening or night shifts, and time spent on Saturdays will be charged at 1.5 times the hourly billing rate. Time spent in excess of 12 hours a day or work performed on Sundays or holidays will be charged at 2.0 times the hourly billing rate. All field personnel charges are portal to portal. Professional employees will not be charged out at premium charge rates for overtime work.

Use of Company-Owned Equipment and Specialized Supplies

The cost of using company-owned equipment and specialized supplies is included in the hourly rates billed to our projects.

Miscellaneous External Expenditures

Miscellaneous external expenditures, such as those costs associated with blueprints, and reproduction of originals will be billed at the actual cost. Subconsultant charges will be billed at cost unless specified otherwise. Mileage will be billed at current IRS rates.